



24 September FRMC Slides and Charter

1 message

Jonathan Marker <jonathan.marker@nara.gov>

Thu, Sep 24, 2020 at 11:49 AM

To: Darin Cote <darin.cote@nara.gov>, Laurence Brewer <laurence.brewer@nara.gov>, (b) (6), (b) (7)(C) mail.mil, John Martinez <john.martinez@nara.gov>, ellis.john@epamail.epa.gov, (b) (6) omb.eop.gov, kevin.ramseur@ed.gov, (b) (6) who.eop.gov, samuel.nichols@va.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6), (b) (7)(C) usdoj.gov, "Hudson, Tammy L." <tammy.hudson@opm.gov>, (b) (6), (b) (7)(C) usdoj.gov, sweckerr@sec.gov, anne.mills@nasa.gov, Lisa Haralampus <lisa.haralampus@nara.gov>, "Alspach, David D" <david_alspach@ios.doi.gov>, (b) (6), (b) (7)(C) mail.mil, anne.musella@treasury.gov, bob.faber@treasury.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6), (b) (7)(C) hq.dhs.gov, stephanie.x.gray@hud.gov, kimberly.webb@dot.gov, terry.clark@hhs.gov, (b) (6) who.eop.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6), (b) (7)(C) usdoj.gov, moore.gina@epa.gov, "Ortiz, Luz D CIV WHS ESD (USA)" <(b) (6), (b) (7)(C) mail.mil>, "Stockman, Patti (JSC-JH000)" <patti.stockman@nasa.gov>, bertrand.tzeng@treasury.gov, (b) (6), (b) (7)(C) dni.gov, isaac.j.livingston@hud.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6), (b) (7)(C) mail.mil, "Crawley-Gibson, Anthony Dwayne CIV USARMY HQDA RMDA (USA)" <(b) (6), (b) (7)(C) mail.mil>, (b) (6), (b) (7)(C) usmc.mil, "Lautenbacher, Jason" <jason.lautenbacher@ed.gov>, maria.levesque@hq.doe.gov, "Ballesteros, Karen (OS/ASA/OCIO)" <karen.ballesteros@hhs.gov>, "Draxler, Deborah" <(b) (6), (b) (7)(C) hq.dhs.gov>, "DAMIAN KOKINDA (ERM)" <(b) (6), (b) (7)(C) usss.dhs.gov>, marcus.r.smallwood@hud.gov, "Plante, Jeanette (JMD)" <(b) (6), (b) (7)(C) usdoj.gov>, bynum.frazier.t@dol.gov, kootztj@state.gov, walter.bohorfoush@dot.gov, "Barrett, Claire (OST)" <claire.barrett@dot.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>, Deborah Armentrout <deborah.armentrout@nara.gov>, (b) (6), (b) (7)(C) dni.gov, william.wolchak@sba.gov, little@access-board.gov, Arian Ravanbakhsh <arian.ravanbakhsh@nara.gov>, Bethany Cron <bethany.cron@nara.gov>, RM Communications <rm.communications@nara.gov>

Good Morning, Council Members,

In advance of the FRMC meeting scheduled for today, September 24, 2020, we attached a PowerPoint copy of the slide deck and a PDF copy of the charter.

Please let me know if you have any questions or concerns. We look forward to meeting with you today at 1:00 pm.

Very Respectfully,

Jonathan W. Marker,

Technical Writer-Editor,


Records Management Policy and Outreach (ACP),

Office of the Chief Records Officer (AC),

National Archives and Records Administration.

2 attachments

 20200924 FRMC Meeting Slides.pptx
1027K

 federal-records-managemen-council-charter-signed.pdf
1342K



Robert Smudde - IDER <robert.smudde@gsa.gov>

2021 IAA

3 messages

Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - H1F <robert.smudde@gsa.gov>

Thu, Nov 5, 2020 at 9:10 AM

Robert this was a total oversight, my humblest apologies!

Please see the cover letter attached as it discusses our new business model for billing and our rates. As per usual, fill out the 7600B, and sign the Terms and Conditions. Please also make sure that we have your accounting codes and your obligation amount etc.....









Many thanks, and thank you for sending the gentle reminder.

ABH

--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
facebook.com/NARAFRC

8 attachments

-  **FY21 IAA Cover Letter.pdf**
132K
-  **GSA FY21 Terms and Conditions.docx**
37K
-  **AF 219 044 GSA 7600B.pdf**
556K
-  **FY21 Attachment A - Definitions.pdf**
148K
-  **FY21 Attachment C - Unit Cost.pdf**
91K
-  **FY21 Attachment B - Locations.pdf**
156K
-  **FY21 Attachment D - Handling & Protection of CUI & PII.pdf**
119K
-  **FY21 Attachment E - Directory of Services.pdf**
471K

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Arthur Hawkins <arthur.hawkins@nara.gov>

Thu, Nov 5, 2020 at 10:47 AM

Hi Arthur,

I'll get started on this. Also, please have our FY2020 funds rolled over as that rollover amount is considered in my budget.

Thanks!

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Nov 5, 2020 at 11:06 AM

Yes that's correct Robert...I did send the document up for their signature.

ABH

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

Acceptance of Plan of Corrective Action

4 messages

Bill Fellers <bill.fellers@nara.gov>

Wed, Sep 2, 2020 at 10:30 AM

To: Bob Stafford - H <bob.stafford@gsa.gov>

Cc: Tina Chase Fomukong <tina.chasefomukong@nara.gov>, Stephanie Reynolds <Stephanie.Reynolds@nara.gov>, "Wynn, Carmela" <carmela.wynn@nara.gov>, "Smolovik, Cindy" <cindy.smolovik@nara.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

Good morning!

On behalf of Laurence Brewer, attached is a letter accepting the Plan of Corrective Action (PoCA) created by GSA in response to our recent inspection of managing Permanent Records. Also attached is a copy of the approved plan.

Special thanks to Robert Smudde, and other records management staff who participated in the inspection.

The NARA Oversight team is looking forward to continuing to work with GSA's RM staff in the future.

Thank you

--

Bill Fellers, CRM
Senior Records Analyst
Records Management Oversight
Policy Analysis and Enforcement Division
Office of the Chief Record Officer
National Archives and Records Administration
[1400 John Burgess Drive](#)
[Fort Worth, Texas 76140](#)

Cell: (b) (6)

2 attachments



2020-09-02_Insp_GSA_PERM MAI_POCA Acceptance Letter_1302-01.pdf
86K



Copy of GSA Approved PoCA 08-28-2020.pdf
154K

Robert Smudde - H3B <robert.smudde@gsa.gov>

Wed, Sep 2, 2020 at 10:36 AM

To: Travis Lewis - H3 <travis.lewis@gsa.gov>

Cc: David Simmons - H3B <david.simmons@gsa.gov>

Good morning Travis,

Our plan of corrective action is accepted by NARA. I'll take that as good news.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

2 attachments

 2020-09-02_Insp_GSA_PERM MAI_POCA Acceptance Letter_1302-01.pdf
86K

 Copy of GSA Approved PoCA 08-28-2020.pdf
154K

Dave Simmons <david.simmons@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>

Wed, Sep 2, 2020 at 10:39 AM

Great news, thanks for the update.



U.S. General Services Administration

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency
Office of Administrative Services

312.353.5253
david.simmons@gsa.gov

To join a video meeting:
[Dave's Hangout Meeting Space](#)
Otherwise, to join by phone,

(b) (6)

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Travis Lewis - H3 <travis.lewis@gsa.gov>
To: Dave Simmons <david.simmons@gsa.gov>
Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Sep 3, 2020 at 7:48 AM

Good morning Robert and Dave,

That is good news. Thanks for sharing. I will let Bob know as well. My weekly with him is at 10:30 this morning, I will also bring up the Chat/Hangouts retention issue and see what his thoughts are on the email I sent him last week. I will follow back up with you with his feedback.



U.S. General Services Administration

Travis Lewis

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

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Robert Smudde - IDER <robert.smudde@gsa.gov>

Archivist Memorandum to Agency Heads on Presidential Transition

3 messages

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Tue, Dec 1, 2020 at 10:26 AM



Office of the Chief
Records Officer for the
U.S. Government

Today, the Archivist of the United States sent a memorandum to agency heads reminding them of the importance of records management during a presidential transition. In my role as the Chief Records Officer for the U.S. Government, I wanted to make sure that I also shared this important message with you in your role as the Senior Agency Official for Records Management.

In this memo, which was disseminated to each agency's Executive Secretariat, the Archivist emphasizes that in order to have a successful transition, it is crucial that agency heads work with their Senior Agency Official for Records Management and Agency Records Officers to ensure that this message is communicated within the agency and that all agency officials and employees are properly briefed on their records management responsibilities. A copy of this letter is attached.

Please review the [resources](#) we have posted on our website for additional information about Federal records management during transition. Please send any questions to rmpolicy@nara.gov.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

[Attachment](#)

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

Unsubscribe robert.smudde@gsa.gov

[Update Profile](#) | [Our Privacy Policy](#) | [About our service provider](#)

Sent by rm.communications@nara.gov

Robert Smudde - IDER <robert.smudde@gsa.gov>

Tue, Dec 1, 2020 at 10:54 AM

To: Richard Speidel - IDE <richard.speidel@gsa.gov>, Deborah Lague - IDER <deborah.lague@gsa.gov>

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Hi Richard and Debbie,

Today, the Archivist of the United States sent a memorandum to agency heads reminding them of the importance of records management during a presidential transition - see the email below.

As an FYI - I gave presentations on records management in October to the political appointees, which included the Administrator regarding records management and the transition. Seth Greenfeld from OGC accompanied me during the presentation to be sure all legal issues were well addressed. In November, I gave a presentation to the GSA Social Media Community of Practice providing guidance on how to read records schedules and answering specific questions on the topic.

It would be helpful if I can be involved in the onboarding process of political appointees in the future to ensure they are properly schooled in how to manage their records. The exit process for political appointees seems to have worked well these past two administration changes and I suspect I'll continue to be included in future transition changes of outgoing political appointees.

As we look forward to updating the records management policy next year, we need to include more detail on these onboarding and exit briefings.

Thanks,

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Deborah Lague - IDER <deborah.lague@gsa.gov>

Tue, Dec 1, 2020 at 10:56 AM

To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Cc: Richard Speidel - IDE <richard.speidel@gsa.gov>

Thanks Robert. I agree that you should be involved in the onboarding/offboarding process.

[Quoted text hidden]

--

Deborah Lague
Supervisor
Records Management Division (IDER)
Enterprise Data & Privacy Management Office (IDE)
General Services Administration

O: 202-694-8149

C: (b) (6)



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Robert Smudde - IDER <robert.smudde@gsa.gov>

Checklist for Proposing Early Legal Transfer of Permanent Records

2 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Lloyd Beers <lloyd.beers@nara.gov>
Cc: David Simmons - H3B <david.simmons@gsa.gov>

Wed, Sep 2, 2020 at 2:39 PM

Hi Lloyd,

Dave gave this to me a few days ago and I just found it today in a stack of 'to do' items.

Let me know if you need anything more. I hope you're doing well.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov



GSA - Checklist for Proposing Early Legal Transfer of Permanent Records 9-2-2020.pdf
704K

Lloyd Beers <lloyd.beers@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: David Simmons - H3B <david.simmons@gsa.gov>

Wed, Sep 2, 2020 at 2:43 PM

Hello Robert,

Perfect.

Thank you,

Lloyd

[Quoted text hidden]

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480





Robert Smudde - IDER <robert.smudde@gsa.gov>

Follow up question regarding boards and commissions

3 messages

Robert Smudde - IDER <robert.smudde@gsa.gov>
To: Lloyd Beers <lloyd.beers@nara.gov>

Tue, Dec 8, 2020 at 9:57 AM

Hi again Lloyd,

Is there a particular point of contact at NARA for boards and commissions to work with whether it's an initial set up when the board or commission is established or when ERA and ARCIS accounts are needed or training on records management or later on in the process with general records management questions?

I don't mind fielding questions when I get them, but I usually end up reaching out to you and/or our General Counsel.

When people say that they're "working with NARA" I wonder who they are working with? I can ask, but I wonder if NARA has someone assigned to deal with commissions and boards?

Thanks again,

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Lloyd Beers <lloyd.beers@nara.gov>
To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Tue, Dec 8, 2020 at 10:38 AM

Hello Robert,

It depends. Since there are so many, each is assigned to a particular archivist. This could be the case here. Anyway, just call, or refer it to me and I will sort it out.

Lloyd

[Quoted text hidden]

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480



Robert Smudde - IDER <robert.smudde@gsa.gov>
To: Lloyd Beers <lloyd.beers@nara.gov>

Tue, Dec 8, 2020 at 10:43 AM

Thanks again!

Enjoy the rest of your day,

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

FRC UPDATE

5 messages

Arthur Hawkins <arthur.hawkins@nara.gov>

Wed, Aug 19, 2020 at 10:56 AM

Good morning,

As you know, many of our FRCs have reopened under Phase I with between 10-20% of staff servicing a backlog of reference requests. To keep you informed, we are updating FRC operational status on our [website](#).

Through the reopening process, staff have discovered that in many cases, multiple reference requests have been placed for the same records. In an effort to more efficiently deploy our limited staffing resources and to prevent additional charges to your agency, we are asking that any duplicate/multiple reference requests made to the same records be cancelled in ARCIS. Doing so will free up resources to continue to work on both emergency references as well as the existing backlog.

Thank you for your attention to this matter and please let me know if you have any questions.

Best regards,

--

ABH

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
facebook.com/NARAFRC

Robert Smudde - H3B <robert.smudde@gsa.gov>

Wed, Aug 19, 2020 at 11:06 AM

To: David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>

Hi Dave and Charlene,

Please see the NARA email below regarding the federal records centers.

Thanks!

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Wed, Aug 19, 2020 at 11:51 AM

To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Cc: David Simmons - H3B <david.simmons@gsa.gov>, Travis Lewis - H3 <travis.lewis@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>

Thanks Robert,

I don't think I have any duplicate requests, but I will check.

Thanks
Charlene

Charlene D. Rowe, PhD, PMP
Records Management Branch
Office of Accountability and Transparency (OAT)
Office of Administrative Services (OAS)
General Services Administration
(703) 859-6897

On Aug 19, 2020, at 11:06 AM, Robert Smudde - H3B <robert.smudde@gsa.gov> wrote:

[Quoted text hidden]

Dave Simmons <david.simmons@gsa.gov>

Wed, Aug 19, 2020 at 12:16 PM

To: Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>, Travis Lewis - H3 <travis.lewis@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>

Here's what I pulled together from ARCIS. I used the Reference Tab and did both the GSA workspace as well as the FRC Workspace. It shows both the requested and filled ones since January 1, 2020.

Dave



U.S. General Services Administration

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency
Office of Administrative Services

312.353.5253
david.simmons@gsa.gov

To join a video meeting:
[Dave's Hangout Meeting Space](#)
Otherwise, to join by phone,
(b) (6)

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GSA ARCIS Reference Requests in 2020.xlsx

Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Wed, Aug 19, 2020 at 12:32 PM

To: Dave Simmons <david.simmons@gsa.gov>

Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>, Travis Lewis - H3 <travis.lewis@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>

Thanks Dave.

Charlene

Charlene D. Rowe, PhD, PMP
Records Management Branch
Office of Accountability and Transparency (OAT)
Office of Administrative Services (OAS)
General Services Administration
(703) 859-6897

On Aug 19, 2020, at 12:16 PM, Dave Simmons <david.simmons@gsa.gov> wrote:

[Quoted text hidden]

<GSA ARCIS Reference Requests in 2020.xlsx>



Fwd: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

10 messages

Seth Greenfeld - LG <seth.greenfeld@gsa.gov>

Fri, Jul 31, 2020 at 8:42 AM

To: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

I am sure you already got this, but I wanted to make sure you see it.

Seth S. Greenfeld
Senior Assistant General Counsel
General Law Division, Office of General Counsel
U.S. General Services Administration
(202) 501-4560

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----- Forwarded message -----

From: **LaVerne Jordan - S** <laverne.jordan@gsa.gov>

Date: Thu, Jul 30, 2020 at 5:23 PM

Subject: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

To: Bob Stafford - H <Bob.Stafford@gsa.gov>, David Coscia - H <david.coscia@gsa.gov>, Marisa Scruggs - M1Y <marisa.scruggs@gsa.gov>, Saul Japson - M1 <saul.japson@gsa.gov>, Sharena Troxler - M1 <sharena.troxler@gsa.gov>, Valisha Jackson - M <valisha.jackson@gsa.gov>, Adam Jones - QV0ED <adam.jones@gsa.gov>, Claire O'Donnell - QV <claire.odonnell@gsa.gov>, Greg Rollins - QV <gregoryc.rollins@gsa.gov>, Jennifer Hazelman - QV0ED <jennifer.hazelman@gsa.gov>, Julie Dunne - AC <julie.dunne@gsa.gov>, Karen Link - Q0A <karen.link@gsa.gov>, Mark Lee (QV0DA) <mark.lee@gsa.gov>, Tiara Cobbin - QF0B1EA <tiara.cobbin@gsa.gov>, Allison Azevedo <allison.azevedo@gsa.gov>, Daniel Mathews - P <daniel.mathews@gsa.gov>, David Frye - PB <david.frye@gsa.gov>, Maggie Dugan - D1P <maggie.dugan@gsa.gov>, Richard Barnett - PS <rick.barnett@gsa.gov>

Cc: Allison Brigati - M <allison.brigati@gsa.gov>, Bruce Samuel Holliday - LR-C <bruce.holliday@gsa.gov>, Daphne Muse <(b) (6)>, Erik Dorman - BC <erik.dorman@gsa.gov>, Jack St. John - A <jack.stjohn@gsa.gov>, Jameise Tuppince-Kelley - LG <Jameise.Tuppince-Kelley@gsa.gov>, Janice Powell <janice.powell@gsa.gov>, Jonathan Clinton <jonathan.clinton@gsa.gov>, Joshua Vogel - BIS <joshua.vogel@gsa.gov>, Kaitlyn MOBERLY - B <Kaitlyn.Moberly@gsa.gov>, LaFondra Barlow - AC <lafondra.lynch@gsa.gov>, LaShawn Hall <lashawn.hall@gsa.gov>, LeShonne Smith <leshonne.smith@gsa.gov>, Nancy Hon - B <nancy.hon@gsa.gov>, OCIA Staff <OCIA@gsa.gov>, Patricia Oliver <patricia.oliver@gsaig.gov>, Rob Borden - AC <robert.borden@gsa.gov>, Seth Greenfeld <seth.greenfeld@gsa.gov>, Sharon Chaplin - L <sharon.chaplin@gsa.gov>, Stephen Brockelman - BI <stephen.brockelman@gsa.gov>

GSA Office of Congressional and Intergovernmental Affairs

July 30, 2020

MEMORANDUM FOR H, M, Q, P

FROM: Jeffrey A. Post, Associate Administrator (S)

SUBJECT: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

OMB COMMENT: Thank you for your first round comments. See attached NARA responses to those and a revised version.

Please let me know if you have any additional comments by the deadline. This will be the final round of interagency review. Thank you.

Please review and provide comments to the Office of Congressional and Intergovernmental Affairs (OCIA) by the deadline. In the event your office has no interest in the subject matter, please submit a negative reply.

If the deadline cannot be met, OCIA must be contacted prior to the due date to arrange for an extension. OCIA will assume that, in the absence of a request for an extension, failure to meet a deadline means that the Service or Staff Office has no comment.




If you have any questions, please contact LaVerne Jordan or Erin Mewhirter via email or call (202) 501-0563.

Please email comments to LaVerne Jordan, Erin Mewhirter, Brenda Short and Toni Reaves.

cc:

Allison Brigati - AD
Jonathan Clinton - AD
Robert Borden - AC
LaFondra Barlow - AC
Jack St. John (OGC) - L
Jessica Salmoiraghi (OGP) - M
Seth Greenfeld (OGC) - L
Bruce Samuel Holliday (OGC) – L
LeShonne Smith (OGC) - L
Sharon Chaplin (OGC) – L
Janice Powell (OGC) – L
Jameise Tuppinck-Kelley (OGC) - L
LaShawn Hall (OGC) - L
Erik Dorman - (OCFO) - B
Nancy Hon (OCFO) - B
Kaitlyn Moberly (OCFO) - B
Joshua Vogel (OCFO) - B
Stephen Brockelman (OCFO) - B
Daphne Muse (OIG) - J
Patricia Oliver (OIG) - J
All OCIA Staff - S

3 attachments

-  **36 CFR 1236 subpt E, & 1224-25.24jul20.docx**
99K
-  **1236 NARA responses to agency cmts.24Jul20.xlsx**
209K
-  **1224-1225 NARA responses to agency cmts.24jul20.xlsx**
24K

Travis Lewis - H3 <travis.lewis@gsa.gov>
To: Seth Greenfeld - LG <seth.greenfeld@gsa.gov>
Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>

Fri, Jul 31, 2020 at 8:45 AM

Thanks Seth,

Hope all is well for you today. Bob usually forwards these to me. However, he is on leave today, so I hadn't seen this yet. Thank you for forwarding to me. I will share with the entire records team.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov> Fri, Jul 31, 2020 at 8:47 AM
To: Deborah Lague - H3B <deborah.lague@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Good morning Records Team,

I hope everyone is doing well. Forwarding this along to you all for FYI and any comments you may have. This came through from OCIA last night. Bob usually forwards these to me, but he is on leave today. Seth saw it and forwarded over to us.

Please review when you have a moment.

Thanks,
Travis.






U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]

3 attachments

-  **36 CFR 1236 subpt E, & 1224-25.24jul20.docx**
99K
-  **1236 NARA responses to agency cmts.24Jul20.xlsx**
209K
-  **1224-1225 NARA responses to agency cmts.24jul20.xlsx**
24K

Deborah Lague - H3B <deborah.lague@gsa.gov>

Fri, Jul 31, 2020 at 9:04 AM

To: Travis Lewis - H3 <travis.lewis@gsa.gov>

Cc: Robert Smudde - H1Fb <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Hello all,

I took a quick look at the document. I didn't see any issues but I am not the expert.

Dave and Robert - please review and provide comments if there are any.

Happy Friday.

[Quoted text hidden]

--

Deborah Lague
Supervisor, Records Management Program
Office of Accountability and Transparency (OAT)
Office of Administrative Services (OAS)
General Services Administration

O: 202-694-8149

C: (b) (6)



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Dave Simmons <david.simmons@gsa.gov>

Tue, Aug 4, 2020 at 11:19 AM

To: Deborah Lague - H3B <deborah.lague@gsa.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Hi, All,

I took a look at this document and it looks like most of my issues with regard to scanning/digitizing and metatags were covered or discussed previously in earlier versions. At this point, the proof will be in the implementation of this regulation.

Please note that Permanent Electronic records under this regulation will have to be saved in PDF/A format instead of PDF format. PDF/A is a format standard for long-term storage of electronic files (imagine PDF on steroids). We may have to discuss conversion services for large amounts of PDF-formatted documents if we want to transfer them to NARA on schedule.. namely drawings, building information, and other legal/property-related documents.

I will work with the EDMS team to determine if this conversion from PDF to PDF/A can be done within and stored in Alfresco's repository.

Dave

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency
Office of Administrative Services

312.353.5253
david.simmons@gsa.gov

To join a video meeting:
[Dave's Hangout Meeting Space](#)
Otherwise, to join by phone,
(b) (6)

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov>

Tue, Aug 4, 2020 at 11:55 AM

To: Dave Simmons <david.simmons@gsa.gov>

Cc: Deborah Lague - H3B <deborah.lague@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Good morning Dave,

Thank you very much for your email here, explanation and analysis. Yes, I agree with you that the proof will be in the pudding over at NARA, and them being able they can deliver these services for other Agencies.

Thanks for getting back to all of us.

U.S. General Services Administration**Travis Lewis**

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]

Deborah Lague - H3B <deborah.lague@gsa.gov>

Tue, Aug 4, 2020 at 12:01 PM

To: Dave Simmons <david.simmons@gsa.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Thanks for the review and write up. Your analysis and explanation was very helpful.

On Tue, Aug 4, 2020 at 11:20 AM Dave Simmons <david.simmons@gsa.gov> wrote:

[Quoted text hidden]

[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Aug 4, 2020 at 12:44 PM

To: Deborah Lague - H3B <deborah.lague@gsa.gov>, Travis Lewis - H3 <travis.lewis@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>

Good afternoon,

I've read the document and have no suggested changes to it.

This document can be a good place to start in building an agency-wide guide in plain language and in GSA terms to assist future digitization projects. We all have a lot of recent experience in this area, it may be a good idea to capture that while we can.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov> Tue, Aug 4, 2020 at 1:33 PM
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: Deborah Lague - H3B <deborah.lague@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>

Thank you Robert. Thank everyone for their review and assessment. I will go back to OCIA and let them know that we do not have any formal comments to this NARA document.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov> Tue, Aug 4, 2020 at 1:38 PM
To: LaVerne Jordan - S <laverne.jordan@gsa.gov>, Erin Mewhirter - S <Erin.Mewhirter@gsa.gov>, Brenda Short - S <brendaa.short@gsa.gov>, Antoinette Reaves - S <toni.reaves@gsa.gov>
Cc: Seth Greenfeld - LG <seth.greenfeld@gsa.gov>, Bob Stafford - H <bob.stafford@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>, Robert Smudde - H1Fb <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Good afternoon OCIA team,

Hope everyone is doing well.

OAS-OAT Records Management has reviewed and we do not have any formal comments to this final round of interagency review. Thank you for the opportunity to review.

Travis.



U.S. General Services Administration

Travis Lewis

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

----- Forwarded message -----

From: **Seth Greenfeld - LG** <seth.greenfeld@gsa.gov>

Date: Fri, Jul 31, 2020 at 8:42 AM

Subject: Fwd: Due COB 8/5/2020 - NARA proposed rule - Digitizing permanent records

To: Travis Lewis - H3 <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

[Quoted text hidden]

3 attachments



36 CFR 1236 subpt E, & 1224-25.24jul20.docx
99K



1236 NARA responses to agency cmts.24Jul20.xlsx
209K



1224-1225 NARA responses to agency cmts.24jul20.xlsx
24K



Robert Smudde - IDER <robert.smudde@gsa.gov>

Fwd: MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

2 messages

Bob Stafford - H <bob.stafford@gsa.gov>

Thu, Oct 15, 2020 at 2:06 PM

To: Richard Speidel - ID <richard.speidel@gsa.gov>

Cc: David Shive - I <david.shive@gsa.gov>, "Travis Lewis (H1C)" <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

Good afternoon Richard -

please see below. As senior records officer for GSA, I am part of intra-governmental group managed by NARA. I have attended these sessions in the past, although typically I delegate attending to Travis Lewis and Robert Smudde and then Travis updates me on anything substantive in my weekly meetings with him. As you know, a couple of functions are moving from OAS to other parts of the organization (records management going to CIO, Travis and the FOIA function moving to OGC, among other things). Just wanted to get these types of meetings on your radar. When it's appropriate, Robert, who will be moving to the CIO with the RM function, can assist with updating NARA on the shift in RM roles and responsibilities at GSA and make sure they have the proper POCs for your organization going forward.

Let myself or Robert know if you have any questions

Bob

----- Forwarded message -----

From: **Office of the Chief Records Officer for the U.S. Government** <rm.communications@nara.gov>

Date: Wed, Oct 14, 2020 at 5:10 PM

Subject: MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

To: <bob.stafford@gsa.gov>



Office of the Chief
Records Officer for the
U.S. Government

AC 04.2021

Date: October 14, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

The next Agency Services Bi-monthly Records and Information Discussion Group (BRIDG) meeting is on **Tuesday, October 20, 2020, at 10:00 AM ET.**

Attendees can view the live stream via the National Archives YouTube Channel using the following link: https://youtu.be/m4Wqwa_ADj0. Attendees may ask questions or provide comments by sending emails to rm.communications@nara.gov or by using the YouTube chat function

The agenda will be:

- **Welcome and Speaker Introductions**
- **Federal Records Center Program (FRCP) Update**
- **NARA Bulletin 2020-01, Guidance on OMB/NARA Memorandum Transition to Electronic Records (M-19-21)**
- **NARA Bulletin 2020-02, Guidance on Scheduling the Early and Late Transfer of Permanent Records**
- **Transition and Federal Records Management**

Other items may be added to the agenda.

NARA encourages agencies to participate in BRIDG by presenting best practices or lessons learned that would be helpful to other attending agencies. If you wish to make a presentation or lead a discussion, please email rmpolicy@nara.gov.

If you have any questions about BRIDG, please email rm.communications@nara.gov or visit our BRIDG page at <https://www.archives.gov/records-mgmt/meetings/index.html>.

Thank you for your participation and we look forward to meeting with you online.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

STEFANIE HUTCHINS

Acting Director,
Federal Records Centers Program

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by rm.communications@nara.gov

--



U.S. General Services Administration

Bob Stafford

Chief Administrative Services Officer
Office of Administrative Services
202-527-0095

Richard Speidel - ID <richard.speidel@gsa.gov>

Fri, Oct 16, 2020 at 11:02 AM

To: Bob Stafford - H <bob.stafford@gsa.gov>

Cc: David Shive - I <david.shive@gsa.gov>, "Travis Lewis (H1C)" <travis.lewis@gsa.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>

Good Morning Bob,

Thanks for this information and I want to extend a warm welcome to Robert and the team as they join CIO. I look forward to his assistance with updating NARA on the changing RM roles and staying on top of the NARA records sessions. I don't have any questions at the moment but will keep in touch over the course of the move.

Richard

Richard Speidel, J.D., CIPP/G

Chief Privacy Officer

General Services Administration

richard.speidel@gsa.gov

(202) 322-8246



2019
CHIEF INFORMATION
OFFICER'S AWARD

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Robert Smudde - IDER <robert.smudde@gsa.gov>

Fwd: NARA's Semi-Annual Report of Records Management Oversight Activities

2 messages

Bob Stafford - H <bob.stafford@gsa.gov>

Thu, Aug 6, 2020 at 9:22 AM

To: Robert Smudde - H3B <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>

Cc: "Travis Lewis (H1C)" <travis.lewis@gsa.gov>

FYI

----- Forwarded message -----

From: **Office of the Chief Records Officer for the U.S. Government** <rm.communications@nara.gov>

Date: Tue, Aug 4, 2020 at 4:07 PM

Subject: NARA's Semi-Annual Report of Records Management Oversight Activities

To: <bob.stafford@gsa.gov>



Office of the Chief
Records Officer for the
U.S. Government

Dear SAORM,

With this email, I am sending our first ever *[Semi-Annual Report of Records Management Oversight Activities](#)*. The report highlights themes, key observations, and recommendations for action we have identified that I hope will be helpful to you and your records management staff.

This report summarizes records management oversight activities completed from October 1, 2019 through May 31, 2020. It covers inspections of agency records management programs, including inspections of specific categories of records, completed in this time period.

Our goal is to continue to share the best practices and lessons learned we identify through our [oversight work](#) with the broader federal records management community. We look forward to sharing future semiannual reports with you that will include additional recommendations for action by SAORMs, agency records officers, and other records management staff.

Please contact me if you have any questions or wish to discuss further.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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--



U.S. General Services Administration

Bob Stafford

Chief Administrative Services Officer
Office of Administrative Services
202-527-0095

Travis Lewis - H3 <travis.lewis@gsa.gov>

Thu, Aug 6, 2020 at 9:26 AM

To: Bob Stafford - H <bob.stafford@gsa.gov>

Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>, David Simmons - H3B <david.simmons@gsa.gov>, Deborah Lague - H3B <deborah.lague@gsa.gov>

Thank you for looping us in on this Bob. Much appreciated.



U.S. General Services Administration

Travis Lewis

Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

GSA Deliverable for the 2020 Plan of Corrective Action and Meeting Request

3 messages

Robert Smudde - IDER <robert.smudde@gsa.gov>

Mon, Nov 30, 2020 at 12:52 PM

To: Lloyd Beers <lloyd.beers@nara.gov>

Cc: Bill Fellers <bill.fellers@nara.gov>, "Hawkins, Arthur" <arthur.hawkins@nara.gov>, John McEvoy <John.McEvoy@nara.gov>, David Simmons - IDER <david.simmons@gsa.gov>

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Good afternoon Lloyd,

This email is provided as part of the corrective action plan process that GSA is working towards completing with NARA over the next few years. This plan resulted from NARA's Multi-Agency Inspection of Fiscal Year 2019.

This month, November 2020, GSA has the action item to *Provide the NARA agency archivist for GSA a list of overdue records transfers that require NARA assistance for proper identification before transferring to NARA.* (Recommendation 6.1). Attached to this email for your convenience is a copy of the approved plan of corrective

action. Also attached to this email is an Excel spreadsheet listing the GSA records transfers of permanent records past their disposition date that GSA wishes to work with NARA during the coming year to ensure they are appropriately transferred to NARA's custody. However, as mentioned in the action item, the transfers in this list requires various forms of assistance from NARA. Many items may only need reclassification in ARCIS. Some transfers will require physical inspection of boxes with a NARA Archivist present (Indian Trust Records, for example). And other transfers will require physical inspection by GSA with possible consultation with NARA.

To that end, I am requesting a meeting at the end of January or Early February 2021 to discuss this list and GSA's recommendations and questions regarding how we proceed with this transfer process. Acknowledging that COVID-19 and an Administration change, and a GSA SAORM change (in process and not yet completed) complicates everything, I am requesting from NARA suggested dates for a late January or early February meeting during which we can discuss how to work together to best accomplish this process of both updating transfer records and doing physical transfers to meet our agencies responsibility for transferring permanent records. In addition to you, Lloyd, I am copying others on this email that I hope can participate in this meeting. Additionally, any suggestions by NARA of alternate or additional meeting attendees is welcomed.

Thank you for your attention to this.

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

2 attachments

 **NARA-Approved GSA PoCA 08-28-2020.pdf**
154K

 **GSA Overdue Permanent Records Requiring Support From NARA - 11-30-2020.xlsx**
102K

Bill Fellers <bill.fellers@nara.gov>

Mon, Nov 30, 2020 at 3:35 PM

To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Cc: Lloyd Beers <lloyd.beers@nara.gov>, "Hawkins, Arthur" <arthur.hawkins@nara.gov>, John McEvoy <John.McEvoy@nara.gov>, David Simmons - IDER <david.simmons@gsa.gov>

Received with thanks! Bill Fellers

[Quoted text hidden]

--

Bill Fellers, CRM
Senior Records Analyst
Records Management Oversight
Policy Analysis and Enforcement Division
Office of the Chief Record Officer
National Archives and Records Administration
[1400 John Burgess Drive](#)
[Fort Worth, Texas 76140](#)

Cell: (b) (6)

Lloyd Beers <lloyd.beers@nara.gov>

Fri, Dec 4, 2020 at 11:48 AM

To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Cc: Bill Fellers <bill.fellers@nara.gov>, "Hawkins, Arthur" <arthur.hawkins@nara.gov>, John McEvoy <John.McEvoy@nara.gov>, David Simmons - IDER <david.simmons@gsa.gov>

Hello Robert,

At this point, I propose meeting in early February to discuss the scheduling, operational, and transfer issues related to these records. Since the scheduling issues relating to these records are few, I will yield to others with regard to additional attendees for the meeting. The main issue appears to be the operational aspects surrounding the "Permanent-Contingent" records currently in the Federal Records Centers and sorting out logistics with the FRC Program. If there are any questions regarding the physical transfer of records, we can include the appropriate NARA accessioning archivist in subsequent meetings. The records related to the Indian Trust Accounts hold can be an agenda item, but by my appraisal and subsequent disposition of these records will not occur until NARA resumes normal operations.

Thank you,

Lloyd

On Mon, Nov 30, 2020 at 12:54 PM Robert Smudde - IDER <robert.smudde@gsa.gov> wrote:

[Quoted text hidden]

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480





Robert Smudde - IDER <robert.smudde@gsa.gov>

GSA Plan of Corrective Action - Managing Permanent Records

3 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>

Wed, Aug 19, 2020 at 2:43 PM

To: Bill Fellers <bill.fellers@nara.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Good afternoon Bill,

Attached to this email is GSA's Plan of Corrective Action and a transmittal letter from GSA Administrator Emily Murphy.

GSA looks forward to working with you as we move forward improving our permanent records management process.

Please reach out to me if you have any questions.

Robert

-- --

Robert Smudde

Agency Records Officer

Office of Accountability and Transparency

General Services Administration

(202) 365-4542

robert.smudde@gsa.gov

2 attachments



GSA CC043493_PoCA transmittal letter.pdf

220K



CC043493_GSA Plan of Corrective Action (CI).docx

18K

Bill Fellers <bill.fellers@nara.gov>

Wed, Aug 19, 2020 at 3:05 PM

To: Robert Smudde - H3B <robert.smudde@gsa.gov>, Stephanie Reynolds <Stephanie.Reynolds@nara.gov>

Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>

Received, thank you.

[Quoted text hidden]

--

Bill Fellers, CRM

Senior Records Analyst

Records Management Oversight

Policy Analysis and Enforcement Division

Office of the Chief Record Officer

National Archives and Records Administration

[1400 John Burgess Drive](#)

[Fort Worth, Texas 76140](#)

Cell: (b) (6)

Travis Lewis - H3 <travis.lewis@gsa.gov>

Wed, Aug 19, 2020 at 3:36 PM

Good afternoon,

Thanks again Robert. Much appreciated.



U.S. General Services Administration

Travis Lewis

Deputy Director

Office of Accountability and Transparency

Office of Administrative Services

202-219-3078

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

GSA Question - Commissions and Boards

3 messages

Robert Smudde - IDER <robert.smudde@gsa.gov>
To: Lloyd Beers <lloyd.beers@nara.gov>

Tue, Dec 8, 2020 at 9:03 AM

Good morning Lloyd,

An issue that has come up a few times is that of commissions and boards. I've dealt with these on a one-off basis in the past, but figure maybe you can share with me if there is a general rule I should follow. The main question I have is how do I determine which records schedules apply to a particular commission or board?

GSA has shared services (CAB) which I assume uses GSA records schedules. See their website here: <https://origin-www.gsa.gov/shared-services/obtain-support-services-for-presidential-or-congressional-commissions-and-boards>

But do all commissions and boards that GSA supports get their own record group (thus their own records schedule for everything else?) For instance, when they create a report, which records schedule applies to it? Do they all use GRS 6.2 for all of their substantive records? Or does GSA's records schedule apply to any of them?

I was asked about getting ERA access for a commission, their email says they're working with NARA on it so I assume they have their own record group?, or how does this work?.

Sorry about such a wordy email first thing in the morning, but I'm swamped more than usual with work and overlapping meetings and typing lightning fast.

I appreciate your help!

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Lloyd Beers <lloyd.beers@nara.gov>
To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Tue, Dec 8, 2020 at 9:27 AM

Hello Robert,

The attached pending schedule covers non-FACA committees. Temporary FACA Committees are included in RG 220, Temporary Committees, Commissions, and Boards. and are responsible for their own records management, even if GSA provides admin services in this regard. GRS 6.2 was approved to streamline the RM and preclude having to make a specific schedule for each and every entity. If a Committee, Commission, and Board permanent is treated as an agency and assigned its own Record Group.


Lloyd

[Quoted text hidden]

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480



 **01 - DAA-0269-2020-0005_General Services Administration_Professional Services To and With Other Agencies (269.6)_Schedule.pdf**
23K

Robert Smudde - IDER <robert.smudde@gsa.gov>
To: Lloyd Beers <lloyd.beers@nara.gov>

Tue, Dec 8, 2020 at 9:28 AM

Thanks!! This helps a lot. Have a great week.

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

GSA Question regarding Plan of Corrective Action

3 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Bill Fellers <bill.fellers@nara.gov>

Mon, Aug 3, 2020 at 4:41 PM

Hi Bill,

GSA is still discussing the Plan of Corrective Action. When I put it together I completed the Agency Response column.

My question is do we respond with anything in the NARA Comment/Needed for Closure Column? I've been asked to add what is needed for closure. Is that what is intended? Initially I just followed the blue comments for what to add in the Agency Response column.

Thanks for your help,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Bill Fellers <bill.fellers@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Aug 4, 2020 at 9:02 AM

The NARA column will be filled out by the inspection team once we see your approach and proposed deliverables/milestones. Thanks! Bill Fellers

[Quoted text hidden]

--

Bill Fellers, CRM
Senior Records Analyst
Records Management Oversight
Policy Analysis and Enforcement Division
Office of the Chief Record Officer
National Archives and Records Administration
[1400 John Burgess Drive](#)
[Fort Worth, Texas 76140](#)

Cell: (b) (6)

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Bill Fellers <bill.fellers@nara.gov>

Tue, Aug 4, 2020 at 9:14 AM

Thank you for the clarification.

Have a great day,

Robert

-- --

Robert Smudde
Agency Records Officer

General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

GSA RSVP for SAORA Meeting Tuesday September 22

2 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>

Mon, Aug 31, 2020 at 3:46 PM

To: rmpolicy@nara.gov

Bcc: Robert Smudde <robert.smudde@gsa.gov>

This email is GSA's RSVP for the SAORM meeting Tuesday September 22 from 2:00-3:00.

Attending from GSA will be:

Bob Stafford GSA's SAORM - Bob.Stafford@GSA.gov

Travis Lewis, Deputy Director Office of Accountability and Transparency - Travis.Lewis@GSA.gov

Robert Smudde, Agency Records Officer - Robert.Smudde@gsa.gov

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Jonathan Marker <jonathan.marker@nara.gov>

Tue, Sep 1, 2020 at 7:39 AM

To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Cc: and <rmpolicy@nara.gov>

Good Morning,

I have the following personnel down for the 2-3 pm session on Tuesday, September 22:

1. Bob Stafford
2. Travis Lewis
3. Robert Smudde

Very Respectfully,

Jonathan W. Marker,

Technical Writer-Editor,

Records Management Policy and Outreach (ACP),

Office of the Chief Records Officer (AC),

National Archives and Records Administration.

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

GSA Transfer Status Question

3 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: John McEvoy <John.McEvoy@nara.gov>
Cc: David Simmons - H3B <david.simmons@gsa.gov>

Wed, Nov 4, 2020 at 2:33 PM

Hi John,

I'm working to clean up our old transfers and see value in being able to change the status in ARCIS (if possible) on the items we are working with. Can we change an "unscheduled" status to something like "In Agency Review" in the field, "Disposition Code"? Or do you have an alternative approach for GSA to both track our progress and to share the status of our with NARA while actively working on transfers that are unscheduled?

I appreciate your input?

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

John McEvoy <john.mcevoy@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: David Simmons - H3B <david.simmons@gsa.gov>

Thu, Nov 5, 2020 at 7:05 AM

Hi Robert,

I hope you've been well!

I count 94 "live" transfers where "Unscheduled" is the Disposition Code. My guess is you are cleaning those up and switching them to Temporary or Permanent.

I think the only way for you to accomplish what you ask is via a spreadsheet with additional columns of your choosing to display status as you compare them with ARCIS after you have communicated the changes to the FRC.

I can always broker the deal between GSA and our T&D group, i.e. send you the spreadsheet, you send me the changes, I ask the FRCs to change them, follow up, etc., etc.

FRCs must be in the know for these changes as opposed to "just a data change" so they can update internal records, etc.

John

John McEvoy
Federal Records Centers Program
(301) 837-3056 (o)
(240) (b) (6) (c)

[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: John McEvoy <john.mcevov@nara.gov>

Thu, Nov 5, 2020 at 7:30 AM

Cc: David Simmons - H3B <david.simmons@gsa.gov>

Thanks John,

We'll work through things and get back to you.

Enjoy the rest of your day,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Holdings report

3 messages

Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - H1F <robert.smudde@gsa.gov>

Fri, Oct 30, 2020 at 7:19 AM











Good morning Robert,

Please see your most recent holdings reports attached
ABH

--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
facebook.com/NARAFRC

10 attachments

-  **RG 137 GSA Mthly Rpt as of 26 Oct 20.xlsx**
153K
-  **RG 162 GSA Mthly Rpt as of 26 Oct 20.xlsx**
11K
-  **RG 135 GSA Mthly Rpt as of 26 Oct 20.xlsx**
11K
-  **RG 069 GSA Mthly Rpt as of 26 Oct 20.xlsx**
12K
-  **RG 269 GSA Mthly Rpt as of 26 Oct 20.xlsx**
109K
-  **RG 234 GSA Mthly Rpt as of 26 Oct 20.xlsx**
49K
-  **RG 270 GSA Mthly Rpt as of 26 Oct 20.xlsx**
14K
-  **RG 121 GSA Mthly Rpt as of 26 Oct 20.xlsx**
342K
-  **RG 352 GSA Mthly Rpt as of 26 Oct 20.xlsx**
20K
-  **RG 291 GSA Mthly Rpt as of 26 Oct 20.xlsx**
61K

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Arthur Hawkins <arthur.hawkins@nara.gov>

Fri, Oct 30, 2020 at 9:17 AM

Thanks Arthur,

Hope you are doing well,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Fri, Oct 30, 2020 at 9:33 AM

You are welcome Robert, doing well. Have a great relaxing weekend.

ABH

[Quoted text hidden]



Holdings Reports

3 messages

Arthur Hawkins <arthur.hawkins@nara.gov>

Tue, Dec 1, 2020 at 10:59 AM

To: Robert Smudde - H1F <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>

Good morning Gentlemen,











Please find your most recent holdings reports attached.

ABH

--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
facebook.com/NARAFRC

10 attachments

-  **RG 121 GSA Mthly Rpt as of 25 Nov 20.xlsx**
342K
-  **RG 069 GSA Mthly Rpt as of 25 Nov 20.xlsx**
12K
-  **RG 135 GSA Mthly Rpt as of 25 Nov 20.xlsx**
11K
-  **RG 162 GSA Mthly Rpt as of 25 Nov 20.xlsx**
11K
-  **RG 137 GSA Mthly Rpt as of 25 Nov 20.xlsx**
153K
-  **RG 352 GSA Mthly Rpt as of 25 Nov 20.xlsx**
20K
-  **RG 270 GSA Mthly Rpt as of 25 Nov 20.xlsx**
14K
-  **RG 291 GSA Mthly Rpt as of 25 Nov 20.xlsx**
61K
-  **RG 269 GSA Mthly Rpt as of 25 Nov 20.xlsx**
109K
-  **RG 234 GSA Mthly Rpt as of 25 Nov 20.xlsx**
49K

To: Arthur Hawkins <arthur.hawkins@nara.gov>
Cc: Dave Simmons <david.simmons@gsa.gov>

Thanks Arthur,

Have a great day,

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - IDER <robert.smudde@gsa.gov>

Tue, Dec 1, 2020 at 1:31 PM

Never a problem Robert.

ABH

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

Interagency Agreement for FY2021

2 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Nov 5, 2020 at 8:53 AM

To: "Hawkins, Arthur" <arthur.hawkins@nara.gov>

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Good morning Arthur,

I was asked when GSA will have our IAA from NARA for FY2021.

Is this something I should have already received? Or is this in the works?

I hope you're doing well,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Arthur Hawkins <arthur.hawkins@nara.gov>

Thu, Nov 5, 2020 at 8:55 AM

To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Robert, you mean you haven't gotten it yet? OMG, this isn't right!!! You should have gotten it mid Oct...I'll look into it right away.

A

[Quoted text hidden]

--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
[facebook.com/NARAFRC](https://www.facebook.com/NARAFRC)



Robert Smudde - IDER <robert.smudde@gsa.gov>

Introduction

6 messages

Arthur Hawkins <arthur.hawkins@nara.gov>

Thu, Oct 29, 2020 at 1:08 PM

To: Robert Smudde - H1F <robert.smudde@gsa.gov>, "Thompson, Scott" <scott.thompson@nara.gov>

Good afternoon Robert,

This is my colleague Scott Thompson who is a National Account Manager like me, however he works out of CA. Scott has a few questions he'd like to ask you regarding one of the agencies and facilities management.

Scott Meet Robert Smudde, Records Officer for GSA.

ABH

--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
[facebook.com/NARAFRC](https://www.facebook.com/NARAFRC)

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Oct 29, 2020 at 1:11 PM

To: "Thompson, Scott" <scott.thompson@nara.gov>

Good morning Scott,

What can I do for you?

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Scott Thompson <scott.thompson@nara.gov>

Thu, Oct 29, 2020 at 2:28 PM

To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Hi Robert,

Thanks for meeting

I'm assigned to support the Department of Veterans Affairs and I'm researching something for the VA Construction and Facilities Management (VA CFM).

As I've worked with many of the VA hospitals to assist them with offsite storage for the Veteran Health and other program records, I've run into a need for support within their engineering departments.

They still rely upon paper drawings to keep the hospitals and systems running. They've expressed the desire to digitize and manage these drawing collections in an electronic system.

I don't have any background in that world, but witnessed on one visit how complicated and interconnected all of a building systems and structures various modifications and remodels make electronic management and access a very complex topic.

I got to talking with the NARA Appraisal Archivist for VA -David Weber and wondered if any other federal agency has had to address this type of engineering drawing management modernization challenge, and GSA came to mind immediately. We wondered if the Public Buildings Service has had to address this issue and if there might be some lessons learned VA CFM should consider from that experience.

I wasn't really sure where to start and figured the Federal Records Officer for GSA would likely be a good beginning point.

Robert, if it'd be more convenient for you to talk about this on a call I can set up a conference call line at a date / time that is convenient for you.

It's definitely not time sensitive, and I would match up to whatever small window of time you might have for a brief discussion.

Thank you in advance for any guidance you can provide.

I look forward to talking with you soon.

Stay safe.

Scott

SCOTT THOMPSON

Account Manager

Federal Records Centers Program

scott.thompson@nara.gov

(951)956-2018 - O / (b) (6) - C

[FRC Operating Status Information Page](#)

[FRC COVID-19 Temporary Closure FAQ \(Frequently Asked Questions\)](#)



[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Oct 29, 2020 at 2:33 PM

To: Scott Thompson <scott.thompson@nara.gov>

Hi Scott,

I'll make a few calls and find the best person for you to talk with at GSA. It might take a day or two, but I'll get back to you soon.

Robert

[Quoted text hidden]

--

[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Oct 29, 2020 at 3:47 PM

To: Scott Thompson <scott.thompson@nara.gov>

Cc: "Hawkins, Arthur" <arthur.hawkins@nara.gov>

Hi Scott,

Feel free to reach out to Loren Routh of PBS. He's a specialist in the drawings librarying function. If you need anyone else, let me know, but Loren is a great guy to work with. His contact info is below:

Loren Routh
SDM Specialist

GSA / PBS
SDM Group
RBM Branch
Portfolio Management and Customer Engagement Division
50 United Nations Plaza
San Francisco, CA 94102-4912
415-581-1709
(b) (6) cell

-- --
Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

On Thu, Oct 29, 2020 at 2:29 PM Scott Thompson <scott.thompson@nara.gov> wrote:
[Quoted text hidden]

Scott Thompson <scott.thompson@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: "Hawkins, Arthur" <arthur.hawkins@nara.gov>

Thu, Oct 29, 2020 at 5:44 PM

Hi Robert,
Thank you so very much. I'll reach out to Loren.
I really appreciate your help.
Thank you again and stay safe out there.
Scott

SCOTT THOMPSON
Account Manager
Federal Records Centers Program
scott.thompson@nara.gov
(951)956-2018 - O / (b) (6) - C

[FRC Operating Status Information Page](#)

[FRC COVID-19 Temporary Closure FAQ \(Frequently Asked Questions\)](#)



[Quoted text hidden]



Invitation: FRMC meeting @ Thu Nov 19, 2020 1pm - 3pm (EST) (robert.smudde@gsa.gov)

1 message

jonathan.marker@nara.gov <jonathan.marker@nara.gov>

Mon, Nov 16, 2020 at 11:56 AM

Reply-To: jonathan.marker@nara.gov

To: robert.smudde@gsa.gov, christopher.kline@nara.gov, bethany.cron@nara.gov, lisa.haralampus@nara.gov, donald.rosen@nara.gov, margaret.hawkins@nara.gov, darin.cote@nara.gov, laurence.brewer@nara.gov, andrea.riley@nara.gov, moore.gina@epa.gov, maria.levesque@hq.doe.gov, claire.barrett@dot.gov, patti.stockman@nasa.gov, (b) (6) usdoj.gov, deborah.armentrout@nara.gov, john.martinez@nara.gov, (b) (6), (b) (7)(C) usss.dhs.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6) usdoj.gov, (b) (6), (b) (7)(C) @mail.mil, karen.ballesteros@hhs.gov, jason.lautenbacher@ed.gov, (b) (6), (b) (7)(C) mail.mil, (b) (6), (b) (7)(C) navy.mil, walter.bohorfoush@dot.gov, bynum.frazier.t@dol.gov, (b) (6) usdoj.gov, bertrand.tzeng@treasury.gov, (b) (6) who.eop.gov, anne.mills@nasa.gov, (b) (6) hq.dhs.gov, marcus.r.smallwood@hud.gov, sweckerr@sec.gov, isaac.j.livingston@hud.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6), (b) (7)(C) usmc.mil, anne.musella@treasury.gov, kimberly.webb@dot.gov, (b) (6) state.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6) usdoj.gov, william.wolchak@sba.gov, tammy.hudson@opm.gov, stephanie.x.gray@hud.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6), (b) (7)(C) us.af.mil, david_alspach@ios.doi.gov, (b) (6) omb.eop.gov, (b) (6), (b) (7)(C) hq.dhs.gov, (b) (6), (b) (7)(C) navy.mil, terry.clark@hhs.gov, little@access-board.gov, kevin.ramseur@ed.gov, bob.faber@treasury.gov, (b) (6) who.eop.gov, samuel.nichols@va.gov, (b) (6), (b) (7)(C) mail.mil, ellis.john@epamail.epa.gov, (b) (6), (b) (7)(C) mail.mil

You have been invited to the following event.

FRMC meeting

When Thu Nov 19, 2020 1pm – 3pm Eastern Time - New York

[more details »](#)

Calendar robert.smudde@gsa.gov

Who

- bethany.cron@nara.gov - organizer
- christopher.kline@nara.gov
- lisa.haralampus@nara.gov
- jonathan.marker@nara.gov
- donald.rosen@nara.gov
- margaret.hawkins@nara.gov
- darin.cote@nara.gov
- arian.ravanbakhsh@nara.gov
- laurence.brewer@nara.gov
- andrea.riley@nara.gov
- moore.gina@epa.gov
- robert.smudde@gsa.gov
- maria.levesque@hq.doe.gov
- claire.barrett@dot.gov
- patti.stockman@nasa.gov
- (b) (6) usdoj.gov
- deborah.armentrout@nara.gov
- john.martinez@nara.gov
- (b) (6), (b) (7)(C) usss.dhs.gov
- (b) (6), (b) (7)(C) navy.mil
- (b) (6) usdoj.gov
- (b) (6), (b) (7)(C) mail.mil

- jason.lautenbacher@ed.gov
- (b) (6), (b) (7)(C) mail.mil
- (b) (6), (b) (7)(C) navy.mil
- walter.bohorfoush@dot.gov
- bynum.frazier.t@dol.gov
- (b) (6) usdoj.gov
- bertrand.tzeng@treasury.gov
- (b) (6) who.eop.gov
- anne.mills@nasa.gov
- (b) (6) hq.dhs.gov
- marcus.r.smallwood@hud.gov
- sweckerr@sec.gov
- isaac.j.livingston@hud.gov
- (b) (6), (b) (7)(C) dni.gov
- (b) (6), (b) (7)(C) usmc.mil
- anne.musella@treasury.gov
- kimberly.webb@dot.gov
- (b) (6) state.gov
- (b) (6), (b) (7)(C) dni.gov
- (b) (6) usdoj.gov
- william.wolchak@sba.gov
- tammy.hudson@opm.gov
- stephanie.x.gray@hud.gov
- (b) (6), (b) (7)(C) dni.gov
- (b) (6), (b) (7)(C) us.af.mil
- david_alspach@ios.doi.gov
- (b) (6) omb.eop.gov
- (b) (6), (b) (7)(C) hq.dhs.gov
- (b) (6), (b) (7)(C) navy.mil
- terry.clark@hhs.gov
- little@access-board.gov
- kevin.ramseur@ed.gov
- bob.faber@treasury.gov
- (b) (6) who.eop.gov
- samuel.nichols@va.gov
- (b) (6), (b) (7)(C) mail.mil
- ellis.john@epamail.epa.gov
- (b) (6), (b) (7)(C) mail.mil

Connection: (b) (6)
 Meeting Number: (b) (6)
 Access Code: (b) (6)

Going (robert.smudde@gsa.gov)? **Yes** - **Maybe** - **No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for invitations on calendar robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://calendar.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).



Invitation: Reservation Request: September 24, 2020 FRMC Meeting @ Thu Sep 24, 2020 1pm - 3pm (EDT) (robert.smudde@gsa.gov)

1 message

jonathan.marker@nara.gov <jonathan.marker@nara.gov>

Thu, Sep 17, 2020 at 11:41 AM

Reply-To: jonathan.marker@nara.gov

To: robert.smudde@gsa.gov, laurence.brewer@nara.gov, moore.gina@epa.gov, bethany.cron@nara.gov, darin.cote@nara.gov, arian.ravanbakhsh@nara.gov, maria.levesque@hq.doe.gov, lisa.haralampus@nara.gov, claire.barrett@dot.gov, patti.stockman@nasa.gov, (b) (6) usdoj.gov, deborah.amentrout@nara.gov, john.martinez@nara.gov, (b) (6), (b) (7)(C) usss.dhs.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6) usdoj.gov, (b) (6), (b) (7)(C) mail.mil, karen.ballesteros@hhs.gov, jason.lautenbacher@ed.gov, (b) (6), (b) (7)(C) mail.mil, (b) (6), (b) (7)(C) navy.mil, walter.bohorfoush@dot.gov, bynum.frazier.t@dol.gov, (b) (6) usdoj.gov, (b) (6), (b) (7)(C) mail.mil, bertrand.tzeng@treasury.gov, (b) (6) who.eop.gov, anne.mills@nasa.gov, (b) (6) hq.dhs.gov, marcus.r.smallwood@hud.gov, sweckerr@sec.gov, isaac.j.livingston@hud.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6), (b) (7)(C) usmc.mil, anne.musella@treasury.gov, kimberly.webb@dot.gov, (b) (6) state.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6) usdoj.gov, william.wolchak@sba.gov, tammy.hudson@opm.gov, stephanie.x.gray@hud.gov, (b) (6), (b) (7)(C) dni.gov, david_alspach@ios.doi.gov, (b) (6) omb.eop.gov, (b) (6), (b) (7)(C) hq.dhs.gov, (b) (6), (b) (7)(C) navy.mil, terry.clark@hhs.gov, little@access-board.gov, kevin.ramseur@ed.gov, bob.faber@treasury.gov, (b) (6) who.eop.gov, samuel.nichols@va.gov, (b) (6), (b) (7)(C) mail.mil, ellis.john@epamail.epa.gov, (b) (6), (b) (7)(C) mail.mil

You have been invited to the following event.

Reservation Request: September 24, 2020 FRMC Meeting

When Thu Sep 24, 2020 1pm – 3pm Eastern Time - New York

[more details »](#)

Where Virtual ([map](#))

Calendar robert.smudde@gsa.gov

Who

- jonathan.marker@nara.gov - organizer
- laurence.brewer@nara.gov
- moore.gina@epa.gov
- bethany.cron@nara.gov
- darin.cote@nara.gov
- arian.ravanbakhsh@nara.gov
- robert.smudde@gsa.gov
- maria.levesque@hq.doe.gov
- lisa.haralampus@nara.gov
- claire.barrett@dot.gov
- patti.stockman@nasa.gov
- (b) (6) usdoj.gov
- deborah.amentrout@nara.gov
- john.martinez@nara.gov
- (b) (6), (b) (7)(C) usss.dhs.gov
- (b) (6), (b) (7)(C) navy.mil
- (b) (6) usdoj.gov
- (b) (6), (b) (7)(C) mail.mil
- karen.ballesteros@hhs.gov
- jason.lautenbacher@ed.gov
- (b) (6), (b) (7)(C) mail.mil
- (b) (6), (b) (7)(C)

- bynum.frazier.t@dol.gov
- (b) (6) usdoj.gov
- (b) (6), (b) (7)(C) mail mil
- bertrand.tzeng@treasury.gov
- (b) (6) who.eop.gov
- anne.mills@nasa.gov
- (b) (6) hq dh gov
- marcus.r.smallwood@hud.gov
- sweckerr@sec.gov
- isaac.j.livingston@hud.gov
- (b) (6), (b) (7)(C) dni gov
- (b) (6), (b) (7)(C) usmc.mil
- anne.musella@treasury.gov
- kimberly.webb@dot.gov
- (b) (6) tate gov
- (b) (6), (b) (7)(C) dni.gov
- (b) (6) usdoj.gov
- william.wolchak@sba.gov
- tammy hud on@opm gov
- stephanie.x.gray@hud.gov
- (b) (6), (b) (7)(C) dni.gov
- david_alspach@ios.doi.gov
- (b) (6) omb eop gov
- (b) (6), (b) (7)(C) hq.dhs.gov
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- terry.clark@hhs.gov
- little@acce board gov
- kevin.ramseur@ed.gov
- bob.faber@treasury.gov
- (b) (6) who.eop.gov
- amuel nichol @va gov
- (b) (6), (b) (7)(C) mail.mil
- ellis.john@epamail.epa.gov
- (b) (6), (b) (7)(C) mail.mil

Good Afternoon,

This is a reservation request for the Federal Record Management Council (FRMC) meeting on Thursday, September 24, 2020, from 1:00 pm to 3:00 pm ET. Please add this meeting to your calendar and respond to the invite with a 'Yes' or 'No'.

The meeting connection information is as follows:

- (b) (6)
- Meeting Number: (b) (6)
- Access Code: (b) (6)

We look forward to meeting with you on September 24.

Going (robert mudde@g a gov)? **Yes** **Maybe** **No** more option »

robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others regardless of their own invitation status, or to modify your RSVP. [Learn More](#).

 **invite.ics**
11K



MEMORANDUM TO FEDERAL AGENCY CONTACTS: 2021 Annual Move of Permanent Records

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Thu, Oct 8, 2020 at 10:06 AM



Office of the Chief
Records Officer for the
U.S. Government

AC 03.2021

October 8, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: 2021 Annual Move of Permanent Records

This communication is for Federal agencies storing permanent records in NARA's Federal Records Centers (FRCs).

We appreciate your support in preserving the historically valuable records of your agency in the National Archives of the United States. The transfer requests for the 2021 Annual Move have been loaded into the Electronic Records Archives (ERA). Agencies may now log into the [ERA Portal](#) and submit them for transfer consideration. In order to ensure the timely transfer of permanent records, agencies need to complete all submission actions by December 1, 2020, allowing eligible permanent records to be moved during the January through March 2021 timeframe.

This year we experienced issues with the data exchange resulting in a week delay in the planned load on October 1st. If agencies are impacted by this delay, they may request an extension to the December 1st schedule by emailing our office at annual.move@nara.gov. At this time we do not anticipate further delays in the established timeline, but that could change based on the future status of operations. NARA will closely monitor progress and send updates as needed.

Please note, to be fully submitted to NARA, a transfer request must be submitted in both the Transferring Official and Agency Approving Official roles. [The ERA Agency User Manual](#) is a great resource for step-by-step instructions, ERA field definitions,

and system information. [Online ERA training](#) is available and agencies may find lessons 1 and 2 particularly helpful as they cover the steps agencies must take when creating a transfer request and submitting a transfer request to NARA.

If you have questions about getting started using ERA, identifying agency roles, and establishing user accounts, please contact NARA at ERAhelp@nara.gov or by phone to (877) 372-9594. If you have any questions about a particular transfer, difficulty locating eligible transfers, or general questions about the Annual Move, please send an email to annual.move@nara.gov.

We look forward to working with you on the 2021 Annual Move.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

[Unsubscribe robert.smudde@gsa.gov](#)

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Sent by rm.communications@nara.gov



MEMORANDUM TO FEDERAL AGENCY CONTACTS: 2021 Annual Move Reminder

1 message

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Tue, Nov 17, 2020 at 2:45 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 09.2021

Date: November 17, 2020

Memorandum to Federal Agency Records Officers: 2021 Annual Move Reminder

This is a reminder to agency records officers who have records stored at the Federal Records Centers that Annual Move Transfer Requests are due by **December 1, 2020**.

If your agency has records eligible for transfer to the National Archives, please propose your agency's Transfer Requests (TRs) in ERA. TRs that have not yet been proposed to NARA are identified within ERA in "Draft" or "Submitted for Agency Approval" status. NARA encourages agencies to review and submit their draft TRs in ERA by the December 1st deadline unless they have an approved extension.

To propose a TR to NARA, agencies must complete the following actions:

- Identify the TRs by searching by statuses of "Draft" and/or "Submitted for Agency Approval," or searching by keywords such as "Annual Move" (see page 67 of the [ERA User Manual](#))
- Review each of the TRs (see [Agency Annual Move Tips](#))
- Propose them for accessioning (see [Transferring Records](#))

Please note two agency roles actions in ERA are needed to propose a TR to NARA. These roles are sometimes performed by the same user:

- The "Transferring Official" submits the TR to the "Agency Approving Official"
- The "Agency Approving Official" submits the TR to NARA

For classified transfers, remember to include the NA form 14130, Classified Records Transfer Checklist. The National Declassification Center (NDC) also requires agencies to certify that the Kyl-Lott review has been completed. This information

may be noted on the NA form 14130 by indicating which box(es) in the transfer the documentation is located in, or included as documentation accompanying the NA form 14130. Any questions regarding the NA form 14130 may be directed to Don McIlwain at 301-837-0587.

If you have questions about the annual move please contact annual.move@nara.gov. As always, you may call or email the ERA Help Desk at ERAHelp@nara.gov or 877-372-9594.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by rm.communications@nara.gov



MEMORANDUM TO FEDERAL AGENCY CONTACTS: Annual Federal Agency Records Management Reporting

1 message

Office of the Chief Records Officer for the U.S. Government

Thu, Nov 19, 2020 at 10:29 AM

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov



Office of the Chief
Records Officer for the
U.S. Government

AC 10.2021

November 19, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Annual Federal Agency Records Management Reporting

The records management reporting period for CY 2020 will soon begin. This year, all Federal agencies will have from **January 19, 2021**, to **March 19, 2021**, to submit the required reports. Agencies will be receiving additional communications with full details and instructions from our office, including copies of the questions and templates. Our plan is to share more information at the next Bimonthly Records and Information Discussion Group (BRIDG) meeting on December 16, 2020, and to provide the templates to you via email on or prior to the start of the reporting period.

While NARA recognizes and appreciates the extraordinary challenges Federal agencies are facing due to the COVID-19 pandemic, annual reporting is an essential tool for reporting to Congress and the public on the state of records management across the Federal Government. To help us understand the impact COVID-19 has had on the ability of agencies to create, maintain, and provide access to records, agencies will have the opportunity to convey this information in both the 2020 Records Management Self-Assessment (RMSA) and the Senior Agency Official for Records Management (SAORM) Annual Report. The Federal Electronic Records and Email Management Maturity Model Report will remain unchanged.

We will require agencies to submit the following:

- **Senior Agency Official for Records Management (SAORM) Annual Report:** This report gathers data on agency progress towards the goals of the OMB/NARA memorandum *Transition to Electronic Records* (M-19-21) and other important records management initiatives. SAORMs will receive

instructions and the template for the report at the beginning of the reporting period. SAORM reports will be posted to NARA's [website](#) soon after receipt.

- **Federal Electronic Records and Email Management Maturity Model Report:** This report, based on a maturity model, is designed to evaluate how well federal agencies are managing their electronic records and email. The survey tool information will be sent to Agency Records Officers at the beginning of the reporting period. Agency responses will be posted to NARA's website soon after receipt.
- **Records Management Self-Assessment (RMSA):** The annual RMSA asks questions that assess compliance with records management statutes, regulations, and NARA policies and guidance. Information about accessing the survey tool will be sent via email to Agency Records Officers of all federal agencies and those designated to respond at the beginning of the reporting period. After completing the assessment, agencies will have access to an individualized report of their results.

Questions about annual reporting should be sent to rmsselfassessment@nara.gov.

If your agency's contact information for any of these reports has changed, please contact us immediately at the email address above to ensure instructions, copies of the questions and templates, and survey tool links are received.

In FY 2021, NARA will issue a consolidated records management report that summarizes and analyzes the data gathered from all three of the above reports. Previous annual reports are available on NARA's records management website at <https://www.archives.gov/records-mgmt/resources/saorm-reports>.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

[Unsubscribe](#) robert.smudde@gsa.gov

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Sent by rm.communications@nara.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Appraisal Activities during the COVID-19 Pandemic

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Thu, Oct 22, 2020 at 1:34 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 07.2021

Date: October 22, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Appraisal Activities during the COVID-19 Pandemic

Due to the ongoing COVID-19 pandemic, our appraisal staff will not hold in-person, on-site appraisal meetings with other Federal agency staff until both NARA and its agency partners have completed Phase 3 (or equivalent) facility reopening procedures.

NARA continues to gradually reopen its facilities in phases to ensure the safety and health of NARA staff and federal agency staff. We will provide updates on the resumption of in-person, on-site appraisal services as NARA [reopening procedures](#) progress.

During this challenging time, we will continue to support agency records management programs and provide records appraisal services to our customers remotely to the greatest extent possible. Please review our [tips](#) on how to prepare for a virtual appraisal meeting. To arrange for a virtual appraisal meeting or to request a non-routine or emergency site visit, please contact your assigned [NARA appraisal archivist](#) directly.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

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Sent by [rm.communications@nara.gov](#)



MEMORANDUM TO FEDERAL AGENCY CONTACTS: August 25 BRIDG Meeting Reminder

3 messages

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Tue, Aug 18, 2020 at 9:18
AM



Office of the Chief
Records Officer for the
U.S. Government

AC 24.2020

Date: August 18, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: August 25 BRIDG Meeting Reminder

The next Agency Services Bi-monthly Records and Information Discussion Group (BRIDG) meeting will air on **Tuesday, August 25, 2020, at 10:00 AM EDT.**

Attendees can view the live stream via the National Archives YouTube Channel using the following link: <https://youtu.be/v25wZyF04XQ>. We will be using the YouTube chat function to handle questions and answers throughout the program.

The agenda will be:

- **Welcome and Speaker Introductions - Gordon Everett**
- **Results of Customer Survey - Gordon Everett**
- **FERMI Updates - Beth Cron**
- **OGIS Updates - Kirsten Mitchell**
- **Capstone Resubmission Updates - Margaret Hawkins**
- **General Q&A**

NARA encourages agencies to participate in BRIDG by presenting best practices or lessons learned that would be helpful to other attending agencies. If you wish to make a presentation or lead a discussion, please email rmpolicy@nara.gov.

If you have any questions about BRIDG, please email rm.communications@nara.gov or visit our BRIDG page at <https://www.archives.gov/records-mgmt/meetings/index.html>.

Thank you for your participation in BRIDG.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

STEFANIE HUTCHINS
Acting Director,
Federal Records Centers Program

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by rm.communications@nara.gov

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: David Simmons - H3B <david.simmons@gsa.gov>

Thu, Aug 20, 2020 at 11:20 AM

Hi Dave,

I don't know if the next BRIDG meeting is on your radar, but I thought I'd share the email below just in case it wasn't.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov
[Quoted text hidden]

Dave Simmons <david.simmons@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Aug 20, 2020 at 12:52 PM

Thanks. Somehow, I've been dropped off the mailing list. Guess SRO tracking is not as important to NARA these days....sigh. For a "recordkeeping" operation, they leave a lot to be cleaned up.

I'll see if I can get it on the schedule. Probably a good idea if we both attend and then compare notes and SWWC-for-GSA on the topics covered.

(SWWC = so what, who cares? I just turned it into a verb!)

Dave



U.S. General Services Administration

Dave Simmons, CIP
Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency

312.353.5253
david.simmons@gsa.gov

To join a video meeting:
[Dave's Hangout Meeting Space](#)
Otherwise, to join by phone,
(b) (6)

[Quoted text hidden]



MEMORANDUM TO FEDERAL AGENCY CONTACTS: December 16th BRIDG Meeting Reminder

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Wed, Dec 2, 2020 at 10:21 AM



Office of the Chief
Records Officer for the
U.S. Government

AC 12.2021

Date: December 2, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: December 16th BRIDG Meeting Reminder

The next Agency Services Bi-monthly Records and Information Discussion Group (BRIDG) meeting will be live-streamed on **Wednesday, December 16, 2020, at 10:00 AM EST.**

Attendees can view the live stream via the National Archives YouTube Channel using the following link: <https://youtu.be/t11HdxK4TY>.

Attendees can ask questions throughout the program by using the YouTube chat function or by emailing rm.communications@nara.gov.

The main agenda topics will be:

- **Federal Records Centers Program Updates**
- **Oversight and Reporting Updates**
- **Draft Regulations with Digitization Standards for Permanent Records**
- **Update on Federal Records Management and Transition Activities**

NARA encourages agencies to participate in BRIDG by presenting best practices or lessons learned that would be helpful to other attending agencies. If you wish to make a presentation or lead a discussion, please email rmpolicy@nara.gov.

If you have any questions about BRIDG, please email rm.communications@nara.gov or visit our BRIDG page at <https://www.archives.gov/records-mgmt/meetings/index.html>.

Thank you for your participation in BRIDG.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

STEFANIE HUTCHINS

Acting Director,
Federal Records Centers Program

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by [rm.communications@nara.gov](#)



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Draft Regulations for Digitizing Permanent Records

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Wed, Dec 2, 2020 at 4:34 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 13.2021

Date: December 02, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Draft Regulations for Digitizing Permanent Records

NARA has posted a proposed regulation with standards for digitizing permanent records in the Federal Register for public comment. The proposed regulation is available at

<https://www.federalregister.gov/documents/2020/12/01/2020-26239/federal-records-management-digitizing-permanent-records-and-reviewing-records-schedules>

Comments are due on or before **February 1, 2021**. To make a comment, please follow the instructions in the Federal Register notice.

We will be sharing more information about the regulation and the digitization standards, including an in-depth conversation at the December 16, 2020 Agency Services [BRIDG](#) meeting.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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MEMORANDUM TO FEDERAL AGENCY CONTACTS: FAQs on Scheduling and Appraisal and on the Agency Records Officer Credential

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Thu, Sep 24, 2020 at 8:39 AM



Office of the Chief
Records Officer for the
U.S. Government

AC 25.2020

September 24, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: FAQs on Scheduling and Appraisal and on the Agency Records Officer Credential

This memo announces the release of two new FAQs.

- The new [FAQ on Records Scheduling and Appraisal](#) provides answers to common questions asked by people who are unfamiliar with or new to the records scheduling process. Using plain language, the FAQ answers questions such as why NARA doesn't keep all records created by the federal government, what scheduling is, and how appraisal works.
- The new [FAQ on the Agency Records Officer Credential \(AROC\)](#) provides answers to common questions our Records Management Training program has received over the past year.

If you have any questions about these FAQs, please contact rm.communications@nara.gov.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY CONTACTS: General Record Schedule Status Update, October 2020

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Thu, Oct 29, 2020 at 1:59
PM



Office of the Chief
Records Officer for the
U.S. Government

AC 08.2020

Date: October 29, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: General Record Schedule Status Update, October 2020

This notice is to update agencies about ongoing work on the General Records Schedules (GRS). We are working on revisions to two schedules:

- GRS 2.7, Employee Health and Safety Records
- GRS 4.2, Information Access and Protection

Details about GRS updates can be found [here](#). No agency action is required at this time. If you have any questions or comments about these schedules or any other GRS questions, please email GRS_Team@nara.gov.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by rm.communications@nara.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Guidance on OMB/NARA Memorandum, Transition to Electronic Records (M-19-21)

3 messages

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Thu, Oct 1, 2020 at 2:16 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 01.2021

Date: October 1, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Guidance on OMB/NARA Memorandum, *Transition to Electronic Records* (M-19-21)

I am pleased to announce that NARA has released new guidance: NARA Bulletin 2020-01, Guidance on OMB/NARA Memorandum, *Transition to Electronic Records* (M-19-21). The bulletin is available at <https://www.archives.gov/records-mgmt/bulletins/2020/2020-01>.

On June 28, 2019, the Office of Management and Budget (OMB) and NARA jointly issued a memorandum with guidance on transitioning to electronic records ([OMB/NARA M-19-21](#)).

We received many questions from agencies, including general questions, exception process questions, records storage facility questions, and scheduling and transfer questions since M-19-21 was issued. This bulletin answers many of those common questions and provides further guidance related to specific requirements in the memorandum.

We will be discussing this guidance at the upcoming October 20th [BRIDG meeting](#). I look forward to having further discussions with you about the guidance and actions all of us can take to continually strive for more efficient and more effective federal records management.

If you have questions about this bulletin, please send an email to
[rm_tandard](#) [@nara.gov](#)

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by [rm communication](#) [@nara.gov](#)

Robert Smudde - H3B [robert.smudde@gsa.gov](#) Tue, Oct 6, 2020 at 10:37 AM
To: Travis Lewis - H3B <[travis.lewis@gsa.gov](#)>, David Simmons - H3B <[david.simmons@gsa.gov](#)>

Hi Travis and Dave,

I'm forwarding an email from NARA that I received last week in case you didn't get the information. It provides guidance on OMB/NARA Memorandum, *Transition to Electronic Records* (M-19-21). The bulletin is available at <https://www.archives.gov/records-mgmt/bulletins/2020/2020-01>

Hope you're doing well,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
[robert.smudde@gsa.gov](#)

[Quoted text hidden]

Travis Lewis - H3B <[travis.lewis@gsa.gov](#)> Tue, Oct 6, 2020 at 10:59 AM
To: Robert Smudde - H3B <[robert.smudde@gsa.gov](#)>
Cc: David Simmons - H3B <[david.simmons@gsa.gov](#)>

Thanks Robert,

Doing well here, and I hope you are too.

Thanks for forwarding this to me, as I did not initially receive it. Thanks again.



U.S. General Services Administration

Travis Lewis

Deputy Director

Office of Accountability and Transparency

Office of Administrative Services

202-219-3078

[Quoted text hidden]



MEMORANDUM TO FEDERAL AGENCY CONTACTS: Navigational Chart Formats

1 message

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Wed, Aug 5, 2020 at 4:24 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 23.2020

August 5, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Navigational Chart Formats

I am pleased to announce that NARA has added Electronic Navigational Chart (ENC) and Raster Navigational Chart (RNC) file formats to Appendix A: [Table of File Formats](#) of NARA Bulletin 2014-04, Format Guidance for the Transfer of Permanent Records.

Electronic navigational charts are tools used to provide safe navigation for all classes of vessels. Official charts are issued by government hydrographic offices or other institutions, and comply with standards developed by the International Hydrographic Organization (IHO). These charts show detailed configurations of the seabed, characteristics of the coast, routes, and aids to navigation.

There are two types of electronic navigational charts—raster charts and vector charts:

- Electronic Navigational Charts (ENC) are vector data sets of all the objects (points, lines, and areas) represented on a chart in a digital database.
- Raster Navigational Charts (RNC) are digitized raster copies of official paper charts.

[NARA Bulletin 2014-04](#) uses the Appendix to specify which file formats are acceptable when transferring permanent electronic records to NARA. As stated in the bulletin, the Appendix will be updated to include acceptable formats and reflect the continual format changes in how agencies create and use electronic records.

If you have any questions, please email rm.standards@nara.gov.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY CONTACTS: New Cognitive Technologies White Paper

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Mon, Oct 19, 2020 at 1:08 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 05.2020

Date: October 19, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: New Cognitive Technologies White Paper

I am pleased to announce the issuance of a new NARA white paper -- [Cognitive Technologies: Records Management Implications for Internet of Things, Robotic Process Automation, Machine Learning, and Artificial Intelligence](#).

This white paper provides a basic description of each of these technologies, examples of their various applications, and enabling factors supporting the technologies. It also describes the implications for society and culture by focusing on bias and ethics within the field of artificial intelligence. As our office researched these technologies, we also considered the records management implications. The white paper contains our analysis of cognitive technologies' potential impact on records and data management; policies and standards; and records creation, appraisal, scheduling, and transfer.

If you have any questions about the white paper and this research, please email us at rmstandards@nara.gov.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

Unsubscribe robert.smudde@gsa.gov



MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Wed, Oct 14, 2020 at 5:10 PM



Office of the Chief
Records Officer for the
U.S. Government

AC 04.2021

Date: October 14, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: October 20th BRIDG Meeting Reminder

The next Agency Services Bi-monthly Records and Information Discussion Group (BRIDG) meeting is on **Tuesday, October 20, 2020, at 10:00 AM ET.**

Attendees can view the live stream via the National Archives YouTube Channel using the following link: https://youtu.be/m4Wqwa_ADj0. Attendees may ask questions or provide comments by sending emails to rm.communications@nara.gov, or by using the YouTube chat function.

The agenda will be:

- **Welcome and Speaker Introductions**
- **Federal Records Center Program (FRCP) Update**
- **NARA Bulletin 2020-01, Guidance on OMB/NARA Memorandum Transition to Electronic Records (M-19-21)**
- **NARA Bulletin 2020-02, Guidance on Scheduling the Early and Late Transfer of Permanent Records**
- **Transition and Federal Records Management**

Other items may be added to the agenda.

NARA encourages agencies to participate in BRIDG by presenting best practices or lessons learned that would be helpful to other attending agencies. If you wish to make a presentation or lead a discussion, please email rmpolicy@nara.gov.

If you have any questions about BRIDG, please email rm.communications@nara.gov or visit our BRIDG page at <https://www.archives.gov/>

[records-mgmt/meetings/index.html](https://www.foia.gov/records-mgmt/meetings/index.html).

Thank you for your participation and we look forward to meeting with you online.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

STEFANIE HUTCHINS

Acting Director,
Federal Records Centers Program

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

[Unsubscribe robert.smudde@gsa.gov](#)

[Update Profile](#) | [Our Privacy Policy](#) | [About our service provider](#)

Sent by rm.communications@nara.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Updates to FAQs about Records Management during the COVID-19 Pandemic

1 message

Office of the Chief Records Officer for the U.S. Government
<rm.communications@nara.gov>
Reply-To: rm.communications@nara.gov
To: robert.smudde@gsa.gov

Tue, Oct 20, 2020 at 8:15 AM



Office of the Chief
Records Officer for the
U.S. Government

AC 06.2021

Date: October 20, 2020

MEMORANDUM TO FEDERAL AGENCY CONTACTS: Updates to FAQs about Records Management during the COVID-19 Pandemic

Last April, NARA issued an FAQ to answer several questions we received about federal records management and the COVID-19 pandemic. Today we are issuing an update to the [COVID FAQ](#), particularly updating the answers to questions about scheduling records and using the General Records Schedule (GRS). Our office has been monitoring questions about the GRS and employee health and safety records and is working on updates to the existing GRS to cover some of the records now being created as federal employees return to facilities.

If you have additional questions or require assistance, please contact your [NARA appraisal archivist](#) or the [GRS team](#).

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

Unsubscribe robert.smudde@gsa.gov

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Sent by rm.communications@nara.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL AGENCY RECORDS OFFICERS: Review of Agency Records Schedules Approved Before January 1, 1990

4 messages

Office of the Chief Records Officer for the U.S. Government

Tue, Sep 29, 2020 at 10:47 AM

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov



Office of the Chief
Records Officer for the
U.S. Government

AC 27.2020

Date: September 29, 2020

MEMORANDUM TO FEDERAL AGENCY RECORDS OFFICERS: Review of Agency Records Schedules Approved Before January 1, 1990

This memo instructs agencies to review all agency-specific schedules approved prior to January 1, 1990 to determine if any items need to be rescheduled per the criteria outlined in [36 CFR §1225.22](#).

In 2020, NARA included a question in the annual Records Management Self-Assessment (RMSA) asking agencies if they had specific records schedules in use that included items approved before January 1, 1990. Of the 142 responses to this question, 57% of agencies stated that they were using records schedules that were approved before January 1, 1990. In future RMSAs, we will ask agencies to report on their efforts to review these schedules.

This memo anticipates an update to 36 CFR 1225, which will require Federal agencies to review agency-specific records schedules on a regular periodic cycle.

I appreciate your immediate action regarding this request for your review of your agency-specific records schedules that are 30 years old and older. If you have additional questions or require assistance, please contact your [NARA appraisal archivist](#).

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

Unsubscribe robert.smudde@gsa.gov

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Sent by rm.communications@nara.gov

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Travis Lewis - H3 <travis.lewis@gsa.gov>
Cc: David Simmons - H3B <david.simmons@gsa.gov>

Tue, Sep 29, 2020 at 11:27 AM

Good morning Travis,

I am forwarding an email from NARA requesting that agencies Review Agency Records Schedules Approved Before January 1, 1990. We have already done that, and NARA does not seem to be requesting anything back from us regarding this matter. However, we will need to address it more formally in the future as part of our Plan of Corrective Action, but that's then.

In short, I think we're good with this. They say that they'll ask about our progress in the next self assessment... and we'll have progress.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Travis Lewis - H3 <travis.lewis@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: David Simmons - H3B <david.simmons@gsa.gov>

Tue, Sep 29, 2020 at 11:41 AM

Good morning Robert,

Thank you for this update and your assessment here. I agree with you. I think as long as we have this update within our CAP process we should be good to go.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

[Quoted text hidden]

Dave Simmons <david.simmons@gsa.gov>
To: Travis Lewis - H3 <travis.lewis@gsa.gov>
Cc: Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Sep 29, 2020 at 1:02 PM

The August status report shows all of the schedules approved.

The October 2020 status report shows the outstanding schedules awaiting approval from NARA.

For your records.

Dave



U.S. General Services Administration

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency
Office of Administrative Services

312.353.5253

david.simmons@gsa.gov

To join a video meeting:

[Dave's Hangout Meeting Space](#)

Otherwise, to join by phone,

(b) (6)

[Quoted text hidden]

2 attachments



BBS Status Report 8-1-2019.xlsx

17K



BBS Status Report 10-1-2020.xlsx

16K



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO FEDERAL RECORDS CONTACTS: Archivist Memorandum to Agency Heads on Presidential Transition

1 message

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Tue, Dec 1, 2020 at 11:58 AM



Office of the Chief
Records Officer for the
U.S. Government

AC 11.2021

December 1, 2020

MEMORANDUM TO FEDERAL RECORDS CONTACTS: Archivist Memorandum to Agency Heads on Presidential Transition

On Monday, November 30, the Archivist of the United States sent a memorandum to agency heads reminding them of the importance of records management during a presidential transition. We will also be sharing this letter with our community of Senior Agency Officials for Records Management.

In this memo, the Archivist emphasizes that in order to have a successful transition, it is crucial that agency heads work with their Senior Agency Official for Records Management and Agency Records Officers to ensure that this message is communicated within the agency and that all agency officials and employees are properly briefed on their records management responsibilities.

In my role as the Chief Records Officer for the U.S. Government, I wanted to make sure that I also shared this important message with the broader Federal records management community. Please review the [resources](#) we have posted on our website for additional information about Federal records management during transition.

Please send any questions to rmpolicy@nara.gov.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government

[Attachment](#)



Robert Smudde - IDER <robert.smudde@gsa.gov>

MEMORANDUM TO SENIOR AGENCY OFFICIALS FOR RECORDS MANAGEMENT AND AGENCY RECORDS OFFICERS: Federal Agency Records Management Annual Report, 2019

1 message

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Mon, Sep 28, 2020 at 10:10 AM



Office of the Chief
Records Officer for the
U.S. Government

AC 26. 2020

September 28, 2020

MEMORANDUM TO FEDERAL SENIOR AGENCY OFFICIALS FOR RECORDS MANAGEMENT AND AGENCY RECORDS OFFICERS: Federal Agency Records Management Annual Report, 2019

We are pleased to announce the publication of NARA's [Federal Agency Records Management Annual Report, 2019](#). This consolidated report provides a summary analysis of the state of federal records management programs across the Federal Government.

The 2019 reporting period began in January 2020 and was extended into May due to COVID-19. NARA required federal agencies to submit three reports: the annual Senior Agency Official for Records Management (SAORM) Report, the annual Records Management Self-Assessment (RMSA), and a supplemental Federal Electronic Records and Email Management Maturity Report. Taken together, all three submissions demonstrate the progress and challenges faced by all federal agencies as they continue the transition to fully electronic recordkeeping, as established in June 2019 by the Office of Management and Budget (OMB)/NARA government-wide policy memorandum, [Transition to Electronic Records](#) (M-19-21). This year's report offers new information and insight into electronic records management, particularly from data received in the new Federal Electronic Records and Email Management Maturity Report.

While most agencies are following recordkeeping requirements prescribed by federal statutes and regulations, there remains room for improvement, particularly in managing historically valuable electronic records. NARA is committed to providing the guidance and oversight necessary to ensure that all

federal agencies continue to improve their recordkeeping policies and practices.

Please send any questions or comments about the report to rmselfassessment@nara.gov.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

[Unsubscribe](#) robert.smudde@gsa.gov

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Sent by rm.communications@nara.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

Monthly Status Report for GSA

2 messages

Lloyd Beers <lloyd.beers@nara.gov>

Mon, Oct 5, 2020 at 1:47 PM

To: Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>

Cc: "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Hello Robert and Dave,

Please see the attached report.

Thank you,

Lloyd

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480



GSA September 2020 Monthly Status Report.xlsx

13K

Robert Smudde - H3B <robert.smudde@gsa.gov>

Mon, Oct 5, 2020 at 2:02 PM

To: Lloyd Beers <lloyd.beers@nara.gov>

Cc: Dave Simmons <david.simmons@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Thanks Lloyd,

I hope you're doing well,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

NARA Monthly Report for GSA

1 message

Lloyd Beers <lloyd.beers@nara.gov>

Fri, Dec 4, 2020 at 12:01 PM

To: Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>

Cc: "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Hello Robert and Dave,

Please see the attached report.

Thank you,

Lloyd

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480



GSA November 2020 Monthly Status Report.xlsx

13K



Robert Smudde - IDER <robert.smudde@gsa.gov>

NARA Monthly Report to GSA

2 messages

Lloyd Beers <lloyd.beers@nara.gov>

Thu, Nov 5, 2020 at 8:09 AM

To: Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>

Cc: "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Hello Robert and Dave,

Please see the attached report. DAA-0269-2020-0006 received no public comments and has been submitted for NARA concurrences and approval today. The other two schedules are working their way to Federal Register publication. They will most likely not make the very next notice, but will be included in the batch that follows. With a comment period of 45 days, approval will be sometime in January 2021.

Lloyd

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480



GSA October 2020 Monthly Status Report.xlsx

13K

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Nov 5, 2020 at 8:25 AM

To: Lloyd Beers <lloyd.beers@nara.gov>

Cc: Dave Simmons <david.simmons@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Thanks Lloyd,

I hope you're doing well in these most unusual times.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

NARA Monthly Status Report for GSA

2 messages

Lloyd Beers <lloyd.beers@nara.gov>

Fri, Aug 7, 2020 at 12:00 PM

To: Robert Smudde - H1FC <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>

Cc: "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Hello Robert and Dave,

Please see the attached report.

Thank you,

Lloyd

--

Lloyd A. Beers
Senior Appraisal Archivist
National Archives and Records Administration
[8601 Adelphi Road](#)
[Room 2100](#)
[College Park, MD 20740-6001](#)
(301) 837-0480



GSA July 2020 Monthly Status Report.xlsx

13K

Dave Simmons <david.simmons@gsa.gov>

Fri, Aug 7, 2020 at 12:36 PM

To: Lloyd Beers <lloyd.beers@nara.gov>

Cc: Robert Smudde - H1FC <robert.smudde@gsa.gov>, "BanTonkin, Rachel" <rachel.bantonkin@nara.gov>

Received, thank you. Lloyd, I have a few questions regarding these schedules. Could you give me a call to discuss, please?

Thanks.

Dave



U.S. General Services Administration

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Office of Accountability and Transparency
Office of Administrative Services

312.353.5253

david.simmons@gsa.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

NARA's Semi-Annual Report of Records Management Oversight Activities

1 message

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Tue, Aug 4, 2020 at 4:07 PM



Office of the Chief
Records Officer for the
U.S. Government

Dear SAORM,

With this email, I am sending our first ever [Semi-Annual Report of Records Management Oversight Activities](#). The report highlights themes, key observations, and recommendations for action we have identified that I hope will be helpful to you and your records management staff.

This report summarizes records management oversight activities completed from October 1, 2019 through May 31, 2020. It covers inspections of agency records management programs, including inspections of specific categories of records, completed in this time period.

Our goal is to continue to share the best practices and lessons learned we identify through our [oversight work](#) with the broader federal records management community. We look forward to sharing future semiannual reports with you that will include additional recommendations for action by SAORMs, agency records officers, and other records management staff.

Please contact me if you have any questions or wish to discuss further.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

[Unsubscribe robert.smudde@gsa.gov](#)

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Sent by [rm.communications@nara.gov](#)



Robert Smudde - IDER <robert.smudde@gsa.gov>

National Archives invoice August FY 20 (AF9044)

1 message

Michele Romero <michele.romero@nara.gov>
To: arthur.hawkins@nara.gov, robert.smudde@gsa.gov

Wed, Sep 16, 2020 at 11:25 AM

Attached is a copy of your invoice from the National Archives for August FY 20. If you have any questions regarding this invoice, please contact your account manager:

Arthur Hawkins: arthur.hawkins@nara.gov or 301-837-3499

If there are any other individuals that should receive this invoice on a monthly basis, please let me know and I will add them to the distribution list.

Thank you,

Michele Romero
National Archives and Records Administration



AF9044 August-5.pdf
188K



Robert Smudde - IDER <robert.smudde@gsa.gov>

National Archives invoice July FY 20 (AF9044)

1 message

Michele Romero <michele.romero@nara.gov>
To: arthur.hawkins@nara.gov, robert.smudde@gsa.gov

Tue, Aug 18, 2020 at 10:28 AM

Attached is a copy of your invoice from the National Archives for July FY 20. If you have any questions regarding this invoice, please contact your account manager:

Arthur Hawkins: arthur.hawkins@nara.gov or 301-837-3499

If there are any other individuals that should receive this invoice on a monthly basis, please let me know and I will add them to the distribution list.

Thank you,

Michele Romero
National Archives and Records Administration



AF9044 July-5.pdf
186K



Robert Smudde - IDER <robert.smudde@gsa.gov>

National Archives invoice November FY 21 (AF9044)

1 message

Michele Romero <michele.romero@nara.gov>
Reply-To: michele.romero@nara.gov
To: arthur.hawkins@nara.gov, robert.smudde@gsa.gov

Tue, Nov 17, 2020 at 1:59 PM

Attached is a copy of your invoice from the National Archives for November FY 21. If you have any questions regarding this invoice, please contact your account manager:

Arthur Hawkins: arthur.hawkins@nara.gov or 301-837-3499

If there are any other individuals that should receive this invoice on a monthly basis, please let me know and I will add them to the distribution list.

Thank you,

Michele Romero
National Archives and Records Administration



AF9044 November-5.pdf

144K



Robert Smudde - IDER <robert.smudde@gsa.gov>

National Archives invoice October FY 21 (AF9044)

1 message

Michele Romero <michele.romero@nara.gov>
To: arthur.hawkins@nara.gov, robert.smudde@gsa.gov

Tue, Oct 20, 2020 at 1:03 PM

Attached is a copy of your invoice from the National Archives for October FY 21. If you have any questions regarding this invoice, please contact your account manager:

Arthur Hawkins: arthur.hawkins@nara.gov or 301-837-3499

If there are any other individuals that should receive this invoice on a monthly basis, please let me know and I will add them to the distribution list.

Thank you,

Michele Romero
National Archives and Records Administration



AF9044 October-5.pdf
142K



Robert Smudde - IDER <robert.smudde@gsa.gov>

National Archives invoice September FY 20 (AF9044)

1 message

Michele Romero <michele.romero@nara.gov>
To: arthur.hawkins@nara.gov, robert.smudde@gsa.gov

Thu, Oct 8, 2020 at 6:09 PM

Attached is a copy of your invoice from the National Archives for September FY 20. If you have any questions regarding this invoice, please contact your account manager:

Arthur Hawkins: arthur.hawkins@nara.gov or 301-837-3499

If there are any other individuals that should receive this invoice on a monthly basis, please let me know and I will add them to the distribution list.

Thank you,

Michele Romero
National Archives and Records Administration



AF9044 September-5.pdf
188K



Notification: Reservation Request: September 24, 2020 FRMC Meeting @ Thu Sep 24, 2020 1pm - 3pm (EDT) (robert.smudde@gsa.gov)

1 message

Google Calendar <calendar-notification@google.com>

Thu, Sep 24, 2020 at 12:50 PM

Reply-To: jonathan.marker@nara.gov

To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Reservation Request: September 24, 2020 FRMC Meeting

When Thu Sep 24, 2020 1pm – 3pm Eastern Time - New York

[more details »](#)

Where Virtual ([map](#))

Calendar [robert.smudde@gsa.gov](#)

Who

- [jonathan.marker@nara.gov](#) - organizer
- [laurence.brewer@nara.gov](#)
- [moore.gina@epa.gov](#)
- [bethany.cron@nara.gov](#)
- [darin.cote@nara.gov](#)
- [arian.ravanbakhsh@nara.gov](#)
- [robert.smudde@gsa.gov](#)
- [maria.levesque@hq.doe.gov](#)
- [lisa.haralampus@nara.gov](#)
- [claire.barrett@dot.gov](#)
- [patti.tockman@nara.gov](#)
- [\(b\) \(6\)@usdoj.gov](#)
- [deborah.armentrout@nara.gov](#)
- [john.martinez@nara.gov](#)
- [cheri.e.willi.proctor@nara.gov](#)
- [\(b\) \(6\), \(b\) \(7\)\(C\)@usss.dhs.gov](#)
- [\(b\) \(6\), \(b\) \(7\)\(C\)@navy.mil](#)
- [\(b\) \(6\)@usdoj.gov](#)
- [\(b\) \(6\), \(b\) \(7\)\(C\)@mail.mil](#)
- [karen.ballesteros@hhs.gov](#)
- [jason.lautenbacher@ed.gov](#)
- [\(b\) \(6\), \(b\) \(7\)\(C\)@mail.mil](#)
- [\(b\) \(6\), \(b\) \(7\)\(C\)@navy.mil](#)
- [walter.bohorfoush@dot.gov](#)
- [bynum.frazier.t@dol.gov](#)
- [\(b\) \(6\)@usdoj.gov](#)
- [\(b\) \(6\), \(b\) \(7\)\(C\)@mail.mil](#)
- [bertrand.tzeng@treasury.gov](#)
- [\(b\) \(6\)@who.eop.gov](#)
- [anne.mills@nasa.gov](#)
- [\(b\) \(6\)@hq.dhs.gov](#)
- [marcus.r.smallwood@hud.gov](#)
- [sweckerr@sec.gov](#)
- [isaac.i.livingston@hud.gov](#)

- (b) (6), (b) (7)(C)
- (b) (6), (b) (7)(C) usmc.mil
- anne.musella@treasury.gov
- kimberly.webb@dot.gov
- (b) (6) state.gov
- (b) (6), (b) (7)(C) dni.gov
- (b) (6) usdoj.gov
- william.wolchak@sba.gov
- tammy.hudson@opm.gov
- stephanie.x.gray@hud.gov
- (b) (6), (b) (7)(C) dni.gov
- david_alspach@ios.doi.gov
- (b) (6) omb.eop.gov
- (b) (6), (b) (7)(C) hq.dhs.gov
- (b) (6), (b) (7)(C) navy.mil
- terry.clark@hhs.gov
- little@access-board.gov
- kevin.ramseur@ed.gov
- bob.faber@treasury.gov
- (b) (6) who.eop.gov
- samuel.nichols@va.gov
- (b) (6), (b) (7)(C) mail.mil
- ellis.john@epamail.epa.gov
- (b) (6), (b) (7)(C) mail.mil
- Drayer CIV Elena D
- Little, Susan R - OASAM BOC
- Smith-Simpson, Jacquelyn (OS/ASA/OCIO)
- Rogoff, Mallory D
- Jackson-Hicks, Teri
- Doutrich, Michelle M
- (b) (6), (b) (7)(C) us.af.mil

Good Afternoon,

This is a reservation request for the Federal Records Management Council (FRMC) meeting on Thursday, September 24, 2020, from 1:00 pm to 3:00 pm ET. Please add this meeting to your calendar and respond to the invite with a 'Yes' or 'No'.

The meeting connection information is as follows:

- (b) (6)
- Meeting Number: (b) (6)
- Access Code: (b) (6)

We look forward to meeting with you on September 24.

Going (robert.smudde@gsa.gov)? **Yes** - **Maybe** - **No** [more options »](#)

Invitation from [Google Calendar](#)

You are receiving this email at the account robert.smudde@gsa.gov because you are subscribed for notifications on calendar robert.smudde@gsa.gov.

To stop receiving these emails, please log in to <https://www.google.com/calendar/> and change your notification settings for this calendar.

Forwarding this invitation could allow any recipient to send a response to the organizer and be added to the guest list, or invite others



Nov Holdings

1 message

Arthur Hawkins <arthur.hawkins@nara.gov>

Wed, Dec 2, 2020 at 9:55 AM

To: Robert Smudde - H1F <robert.smudde@gsa.gov>, Dave Simmons <david.simmons@gsa.gov>

Good morning,


These are your November reports, the others where Oct.

ABH

--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
facebook.com/NARAFRC

10 attachments

-  **RG 121 GSA Mthly Rpt as of 1 Dec 20.xlsx**
341K
-  **RG 137 GSA Mthly Rpt as of 1 Dec 20.xlsx**
153K
-  **RG 162 GSA Mthly Rpt as of 1 Dec 20.xlsx**
11K
-  **RG 135 GSA Mthly Rpt as of 1 Dec 20.xlsx**
11K
-  **RG 069 GSA Mthly Rpt as of 1 Dec 20 (1).xlsx**
12K
-  **RG 352 GSA Mthly Rpt as of 1 Dec 20.xlsx**
20K
-  **RG 291 GSA Mthly Rpt as of 1 Dec 20.xlsx**
61K
-  **RG 270 GSA Mthly Rpt as of 1 Dec 20.xlsx**
14K
-  **RG 269 GSA Mthly Rpt as of 1 Dec 20.xlsx**
109K
-  **RG 234 GSA Mthly Rpt as of 1 Dec 20.xlsx**
49K



November 12th NARA/SAORM Webinar Connection Information

1 message

Lisa Haralampus <lisa.haralampus@nara.gov>

Thu, Nov 5, 2020 at 1:11 PM

To: Lakesha.Abney@ferc.gov, (b) (6)@ustr.eop.gov, michael.anthony@ntsb.gov, Christopher.Baker@uspto.gov, erica.barker@prc.gov, "Besong, Laura (USAEO)" <(b) (6)@usdoj.gov>, wanda.briggs@ntsb.gov, brown.laura@dol.gov, BrownDa@sec.gov, "Bynum-Frazier, Tanisha - OASAM BOC" <Bynum.Frazier.T@dol.gov>, dbyrd@peacecorps.gov, "Couch, Wendy - FPAC-BC, Washington, DC" <Wendy.Couch@usda.gov>, debra.dickson@ncpc.gov, eilersa@arts.gov, darren.hamilton@dot.gov, mary.hanks@prc.gov, Kimberly.Hardy@uspto.gov, "Hudson, Tammy L." <Tammy.Hudson@opm.gov>, Margie.Janney@nrc.gov, jenny.jbara@prc.gov, Johnson.Alfreda@dol.gov, (b) (6), (b) (7)(C)@dni.gov, Little.Susan.R@dol.gov, "Magee, Christopher" <CMagee@wapa.gov>, John.Moses@nrc.gov, amosheim@cpsc.gov, MOYEM@ntsb.gov, fon.muttamara@mspb.gov, "Neal-Barfield, Yvonne" <YNeal-Barfield@eda.gov>, brianco@ucia.gov, Perez.Angel.L@dol.gov, Benjamin.Reist@nasa.gov, kellie.riley@opm.gov, "Sallaway, Susan" <susan.sallaway@fhfa.gov>, "Smith, Andrew B" <(b) (6), (b) (7)(C)@uscis.dhs.gov>, william.spencer@mspb.gov, (b) (6), (b) (7)(C)@usmc.mil, Frederick.steckler@uspto.gov, "Sullivan, Gregory L (Greg) CIV DCMA HQ (USA)" <(b) (6), (b) (7)(C)@dcaa.mil>, joyce.taylor@prc.gov, (b) (6), (b) (7)(C)@usmc.mil, DThompson@wapa.gov, "Ellis, John" <ellis.john@epa.gov>, noga.vaughn@epa.gov, murray.paulette@epa.gov, Robert Smudde - H1AC <robert.smudde@gsa.gov>, JNakrin@ncua.gov
Cc: Laurence Brewer <laurence.brewer@nara.gov>, RMT1@nara.gov

Greetings Senior Agency Officials for Records Management!

Thank you for reserving your place at the second session of the Senior Agency Official for Records Management Webinar, scheduled for **10:00 am EST on Thursday, November 12th, 2020.**

To access the session, please follow this URL to connect to the event

(b) (6)

The virtual meeting will be open at approximately 9:45 am to allow you opportunity to establish your connection. You should be able to join with audio and video by using the AdobeConnect link. If you experience technical difficulties, you can call in directly with the phone number and passcode. If you need any technical assistance, please contact rmt1@nara.gov.

The two main agenda topics are:

- [NARA Bulletin 2020-01](#), Guidance on OMB/NARA Memorandum Transition to Electronic Records (M-19-21)
- Presidential Transitions and Federal Records Management

We are looking forward to meeting with you on November 12th.

LAURENCE BREWER

Chief Records Officer
for the U.S. Government
National Archives and Records Administration

(sent by Lisa Haralampus on behalf of Laurence Brewer)



November 19th FRMC Meeting Reminder

1 message

Jonathan Marker <jonathan.marker@nara.gov>

Mon, Nov 16, 2020 at 11:58 AM

To: Darin Cote <darin.cote@nara.gov>, Laurence Brewer <laurence.brewer@nara.gov>, (b) (6), (b) (7)(C) mail.mil, John Martinez <john.martinez@nara.gov>, ellis.john@epamail.epa.gov, (b) (6) omb.eop.gov, kevin.ramseur@ed.gov, (b) (6) who.eop.gov, samuel.nichols@va.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6) usdoj.gov, "Hudson, Tammy L." <tammy.hudson@opm.gov>, (b) (6) usdoj.gov, sweckerr@sec.gov, anne.mills@nasa.gov, Lisa Haralampus <lisa.haralampus@nara.gov>, "Alspach, David D" <david_alspach@ios.doi.gov>, (b) (6), (b) (7)(C) mail.mil, anne.musella@treasury.gov, bob.faber@treasury.gov, (b) (6), (b) (7)(C) navy.mil, (b) (6), (b) (7)(C) hq.dhs.gov, stephanie.x.gray@hud.gov, kimberly.webb@dot.gov, terry.clark@hhs.gov, (b) (6) who.eop.gov, (b) (6), (b) (7)(C) dni.gov, (b) (6) usdoj.gov, moore.gina@epa.gov, "Ortiz, Luz D CIV WHS ESD (USA)" <(b) (6), (b) (7)(C) mail.mil>, "Stockman, Patti (JSC-JH000)" <patti.stockman@nasa.gov>, bertrand.tzeng@treasury.gov, (b) (6), (b) (7)(C) dni.gov, isaac.i.livingston@hud.gov, (b) (6), (b) (7)(C) navy.mil, "LEE, TOMMY W GS-13 USAF HAF SAF/BLDG PENTAGON, 4D755" <(b) (6), (b) (7)(C) us.af.mil>, "Crawley-Gibson, Anthony Dwayne CIV USARMY HQDA RMDA (USA)" <(b) (6), (b) (7)(C) @mail.mil>, (b) (6), (b) (7)(C) usmc.mil, "Lautenbacher, Jason" <jason.lautenbacher@ed.gov>, maria.levesque@hq.doe.gov, "Ballesteros, Karen (OS/ASA/OCIO)" <karen.ballesteros@hhs.gov>, "Draxler, Deborah" <(b) (6) hq.dhs.gov>, "DAMIAN KOKINDA (ERM)" <(b) (6), (b) (7)(C) usss.dhs.gov>, marcus.r.smallwood@hud.gov, "Plante, Jeanette (JMD)" <(b) (6) usdoj.gov>, bynum.frazier.t@dol.gov, (b) (6) state.gov, walter.bohorfoush@dot.gov, "Barrett, Claire (OST)" <claire.barrett@dot.gov>, Robert Smudde - H3B <robert.smudde@gsa.gov>, Deborah Armentrout <deborah.armentrout@nara.gov>, (b) (6), (b) (7)(C) dni.gov, william.wolchak@sba.gov, little@access-board.gov, Arian Ravanbakhsh <arian.ravanbakhsh@nara.gov>, Bethany Cron <bethany.cron@nara.gov>

Greetings Council Members,

The next council meeting is scheduled for Thursday, November 19, 2020, from 1:00 pm to 3:00 pm ET. The agenda topics will include:

- **Welcome, Agenda, NARA Updates** – Laurence Brewer (5 minutes)
- **Feedback on M-19-21 Bulletin** - Laurence Brewer (30 minutes)
- **Oversight and Reporting Updates** - Don Rosen (5 - 10 minutes)
- **Comments/Questions from Council Members** (5 - 15 minutes)
- **Action Items and Next Steps** – Laurence Brewer (5 minutes)

Please let me know if you have any additional topics you would like to discuss.

As a reminder, the meeting connection information is

- (b) (6)
- **Meeting Number:** (b) (6)
- **Access Code:** (b) (6)

If you have any questions, please reach out to me or Lisa Haralampus at lisa.haralampus@nara.gov.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government

Very Respectfully,

Jonathan W. Marker,

Technical Writer-Editor,

Records Management Policy and Outreach (ACP),

*Office of the Chief Records Officer (AC),
National Archives and Records Administration.*



Robert Smudde - IDER <robert.smudde@gsa.gov>

November 2020 Virtual SAORM Meeting

4 messages

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Thu, Oct 15, 2020 at 2:44 PM



Office of the Chief
Records Officer for the
U.S. Government

Greetings!

Please join me for a meeting of Senior Agency Officials for Records Management (SAORMs) in November.

The meeting will discuss [NARA Bulletin 2020--01 Guidance on OMB/NARA Memorandum, Transition to Electronic Records \(M-19-21\)](#). This Bulletin answers common questions and clarifies M-19-21 guidance. We will also discuss the SAORM roles and responsibilities during a Presidential transition and the upcoming 2020 reporting period.

To encourage discussion and better accommodate schedules, we are offering the same meeting on two different dates and times:

- **Tuesday, November 10th, 2:00 - 3:00 pm Eastern**
- **Thursday, November 12th, 10:00 - 11:00 am Eastern**

Please reply via email to rmpolicy@nara.gov and RSVP for one of the meetings. There's no need to attend both.

If you are unable to attend either of these meetings, I encourage you to invite an alternate senior official from your agency with related responsibilities for records and information management and reply to this email address with their name, title, and contact information.

In addition, you may also invite your agency records officer to join you in the meeting. When you RSVP, please let us know who from your agency will be attending.

As we get closer to the meeting dates, we will share information on how to connect, as well as a more detailed agenda.

I am looking forward to meeting with you in November.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government
National Archives and Records Administration

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

[Unsubscribe robert.smudde@gsa.gov](#)

[Update Profile](#) | [Our Privacy Policy](#) | [About our service provider](#)

Sent by rm.communications@nara.gov

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Bob Stafford - H <bob.stafford@gsa.gov>
Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>

Thu, Oct 15, 2020 at 4:03 PM

Hi Bob,

There is yet another SAORM meeting with NARA. This one is in early November. See the email below. Should I coordinate attendance with you or Richard or is it too early in the process to know where exactly in OCIO I will land? I saw your email earlier today to Richard regarding the NARA BRIDG meeting, so should I assume this is a done deal with moving RM to Richard?

Where I land doesn't really matter to me, I just want the transition to be smooth.

Let me know your thoughts,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Bob Stafford - H <bob.stafford@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: Travis Lewis - H3 <travis.lewis@gsa.gov>

Fri, Oct 16, 2020 at 10:51 AM

Hi Robert - I would touch base with Richard to coordinate. I don't 100% know what's been finalized and who is mapped where, but I got the impression from Dave Shive that RM would fall under Richard.

Bob

[Quoted text hidden]

--



U.S. General Services Administration

Bob Stafford
Chief Administrative Services Officer

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Bob Stafford - H <bob.stafford@gsa.gov>

Fri, Oct 16, 2020 at 11:01 AM

Thanks.

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

PoCA_SAORM Status Cover Email

6 messages

Cindy Smolovik <cindy.smolovik@nara.gov>
To: Bob Stafford - H <bob.stafford@gsa.gov>
Cc: robert.smudde@gsa.gov

Mon, Nov 9, 2020 at 12:21 PM

Good morning.

I am, on behalf of Laurence Brewer, Chief Records Officer for the US Government, attaching information on open action items related to the records management inspection completed by NARA of your agency and the responsive plans of corrective action you have established. This attachment combines a letter from Mr. Brewer and the current Plan of Corrective Action (PoCA) status report.

Feel free to contact me or Mr. Brewer if you have any questions.

Thank you,

Cindy Smolovik

--

Cindy C. Smolovik, CA CRM
Supervisory Archives Specialist
Records Management Oversight and Reporting
Office of the Chief Record Officer
National Archives and Records Administration
[1400 John Burgess Drive](#)
[Fort Worth, Texas 76140](#)

Mobile: (b) (6)



GSA_PoCA Status Ltr and Report_2020_11_09.pdf
392K

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Bob Stafford - H <bob.stafford@gsa.gov>
Cc: Richard Speidel - IDE <richard.speidel@gsa.gov>
Bcc: Robert Smudde <robert.smudde@gsa.gov>

Mon, Nov 9, 2020 at 1:36 PM

Good afternoon Bob,

This afternoon you and I received the letter attached below from NARA regarding our plan of corrective action which relates to the inspection we had last year by NARA. Everything is under control, nothing is due until the end of this month, and even then, that only item, an inventory of unscheduled permanent records, is pretty much complete and will be sent to NARA next week or the week after.

I will work with Richard Speidel going forward. I just want to keep you in the loop until the transition of everything from records management to OCIO is complete.

I hope you're doing well,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Cindy Smolovik <cindy.smolovik@nara.gov>

Mon, Nov 9, 2020 at 1:40 PM

Thank you Cindy,

I am working on the corrective action plan. Bob Stafford will be leaving as the Senior Agency Official and I expect that the new SAO will be named very soon and I'll update you when that happens.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

On Mon, Nov 9, 2020 at 12:22 PM Cindy Smolovik <cindy.smolovik@nara.gov> wrote:

[Quoted text hidden]

Cindy Smolovik <cindy.smolovik@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Mon, Nov 9, 2020 at 1:43 PM

thank you - this notification is an attempt to start an annual process to at least once a year let SAORM/ARO's know where things are - let me know down the road if you think this is helpful or not.

[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Cindy Smolovik <cindy.smolovik@nara.gov>

Mon, Nov 9, 2020 at 1:44 PM

Will do, thanks!

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]

Bob Stafford - H <bob.stafford@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: Richard Speidel - IDE <richard.speidel@gsa.gov>

Mon, Nov 9, 2020 at 2:49 PM

Thanks Robert - appreciate the follow up. Figured this was well in hand :)

Bob

[Quoted text hidden]

--



U.S. General Services Administration

Bob Stafford

Chief Administrative Services Officer
Office of Administrative Service
202-527-0095



Robert Smudde - IDER <robert.smudde@gsa.gov>

Presidential Transition Communications Suggestion

3 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Lisa Haralampus <lisa.haralampus@nara.gov>

Thu, Sep 24, 2020 at 3:05 PM

Good afternoon Lisa,

Well done meeting today. Thanks. During it you mentioned NARA doing some communications regarding the Presidential Transition.

I would like to recommend including in one of those communications the difference between Presidential Records Vs. Presidential Transition Records Vs. records of the transition of the Agency/Department Head. I've seen those combined in the past and confusion among members of transition teams. I, personally, would find it helpful for there to be a communication from NARA clarifying the differences and the need to keep them organized apart from each other.

I hope you're doing well in these crazy times,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Lisa Haralampus <lisa.haralampus@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Sep 24, 2020 at 3:45 PM

Great suggestion! I was looking at older posts from 2016 and you're right on target. It's confusing sometimes, who is covered by the FRA and who isn't.

I hope you're doing well too. I'd ask if you've run into Courtney Anderson, who works for GSA now. But I'm guessing it's a little hard to randomly bump into people when everyone's 100% telework

- Lisa

[Quoted text hidden]

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Lisa Haralampus <lisa.haralampus@nara.gov>

Thu, Sep 24, 2020 at 4:05 PM

Hi Lisa,

You are correct in that I haven't run into Courtney yet. There are so many people that I used to see every week that I haven't seen at all since February! It's also going to be hard to transition back to my office after a year+ of full time telework. I've developed so many new routines... like my 3pm Dunkin Donuts run each day :)

As for the transition records, I've asked others at NARA during the past two presidential elections to address the confusion with no luck. I'd be very appreciative if you can address it. It's one thing for me to tell folks working on the transition at GSA what needs to be done, but it holds more weight when NARA has it in writing.

From the video meeting you look as though you're doing well. I hope so. All is well in my world.

Take care,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

Re: Ticket ARC-23305 Fwd: Spreadsheet of user emails requested

2 messages

John McEvoy <john.mcevoy@nara.gov>

Mon, Dec 7, 2020 at 2:01 PM

To: "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>

Cc: Marla Hunter-Sawyer <marla.hunter-sawyer@nara.gov>

Hi Robert,

The report is attached. I included both Active and Inactive users just in case you wanted them.

Happy Holidays!

John

John McEvoy

Federal Records Centers Program

(301) 837-3056 (o)

(240) (b) (6) (c)

On Mon, Dec 7, 2020 at 12:40 PM Marla Hunter-Sawyer <marla.hunter-sawyer@nara.gov> wrote:

robert.smudde@gsa.gov

----- Forwarded message -----

From: Robert Smudde - IDER <robert.smudde@gsa.gov>

Date: Monday, December 7, 2020 at 12:11:17 PM UTC-5

Subject: Spreadsheet of user emails requested

To: arcishelp <arcishelp@nara.gov>

Good afternoon,

I am wondering if it is possible for me to get a list of the email addresses of my GSA users? I want to send an email to all of them to update them on agency records issues. At the same time, those emails that bounce back to me I'll know to make inactive.

I appreciate if you can help me with this,

Robert

-- --

Robert Smudde

Agency Records Officer

General Services Administration

(202) 365-4542

robert...@gsa.gov



GSA Active and Inactive Users as of 12-07-2020.xlsx

25K

Robert Smudde - IDER <robert.smudde@gsa.gov>

Mon, Dec 7, 2020 at 2:40 PM

To: John McEvoy <john.mcevoy@nara.gov>

Cc: Marla Hunter-Sawyer <marla.hunter-sawyer@nara.gov>

John

If anyone is deserving of a happy holiday it is you!!

This spreadsheet will be very helpful to me. Thank you for the rapid response.

I hope you're doing well,

Robert

-- --

Robert Smudde
Agency Records Officer
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

[Quoted text hidden]



Robert Smudde - IDER <robert.smudde@gsa.gov>

Rollover of FY2020 Funds Requested

1 message

Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Oct 20, 2020 at 11:30 AM

To: "Hawkins, Arthur" <arthur.hawkins@nara.gov>

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Hi Arthur,

It's that time again. I am requesting that unused FY2020 funds be rolled over to FY2021. It is my expectation that much of those rolled over funds will be used as the Covid crisis calms down so GSA can dispose of a lot more eligible records.

I appreciate your help and hope you are doing well in these crazy times.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov



Robert Smudde - IDER <robert.smudde@gsa.gov>

RSVP SAORM Meeting Thursday November 12

1 message

Robert Smudde - H3B <robert.smudde@gsa.gov>

Thu, Oct 22, 2020 at 1:20 PM

To: rmpolicy@nara.gov

Bcc: Robert Smudde <robert.smudde@gsa.gov>

Good afternoon,

I will be attending the SAORM meeting on behalf of GSA. We are currently in the process of making some organizational changes and expect our current SAORM to change soon.

I will be attending the meeting on Thursday, November 12 at 10:00 AM. If a new SAORM is identified before then I will update NARA with that information and invite them to join the meeting with me.

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov



September 22 SAORM Webinar Connection Information

1 message

Jonathan Marker <jonathan.marker@nara.gov>

Tue, Sep 15, 2020 at 4:01 PM

To: "Rodgers, Jennifer" <JRodgers@wapa.gov>, "Boble, Brett" <bboble@neh.gov>, yao-chin.chao@frb.gov, (b) (6) @hq.dhs.gov, "Gartner, Peggy A." <pgartner@nsf.gov>, "Spencer, William" <William.Spencer@mspb.gov>, Bob.Stafford@gsa.gov, Wadi.Yakhour@sss.gov, Frederick Lindstrom <flindstrom@cfa.gov>, "Perez, Angel L - OALJ" <Perez.angel.l@dol.gov>, Nikki.Benns@va.gov, Cottone Alisa <Cottone.Alisa@pbgc.gov>, Roxsant Devese <Roxsant.Devese@cigie.gov>, "Draxler, Deborah" <(b) (6) @hq.dhs.gov>, "Jordan, Dollean G" <(b) (6) @uscis.dhs.gov>, "Jurgens, Melissa" <mjurgens@cftc.gov>, Travis.Lewis@gsa.gov, David.Morris@cigie.gov, mechelle.powell@va.gov, Weiss Judith <Weiss.Judith@pbgc.gov>, "White, Robin (DMA/PRC)" <Robin.White@dfc.gov>, Lakisha.Wright@va.gov, Tracy Brown <Tracy.Brown@cigie.gov>, "Douglas, Kyle" <erdougla@nsf.gov>, "Ables, Gino" <Gino.Ables@usitc.gov>, "Bartlett, Christina M" <cbartlett@usgs.gov>, "Besong, Laura (USAE)" <(b) (6) @usdoj.gov>, Douglas.Blair@tsa.ic.gov, "Williams, Cana" <cana.williams@ncpc.gov>, Stephen Cooper <stephen.o.cooper@frb.gov>, "Davis, Brittany" <BDavis@ussc.gov>, "Dege, Patrick" <pdege@osmre.gov>, Kelly Yasaitis Fanizzo <kfanizzo@achp.gov>, "Jbara, Jennie L" <jennie.jbara@prc.gov>, "Magee, Christopher" <CMagee@wapa.gov>, Toni McGowan <Toni.McGowan@fcc.gov>, "Neutzling, Kimberly" <KNeutzling@cftc.gov>, "Petrulia, John" <John.Petrulia@mpb.gov>, "Plante, Jeanette (JMD)" <(b) (6) @usdoj.gov>, "Rivera, Jo e" <jo.e.rivera@tbgov>, "Roberts, Mary Beth B" <MaryBeth_Roberts@ost.doi.gov>, Andre Sivals - NOAA Federal <andre.sivals@noaa.gov>, "Smith, Andrew B" <(b) (6), (b) (7)(C) @uscis.dhs.gov>, Robert Smudde - H3B <Robert.Smudde@gsa.gov>, "Wilson, Ginger" <ginger.wilson@va.gov>, "Wingo, Betty Lou" <BettyLou.Wingo@sss.gov>, "Zeh, Crystal" <CZeh@cftc.gov>, Susan Raposa <raposa@cfa.gov>, heena burrell@nara.gov, gulam hakim@nara.gov, "Green, Valerie" <vgreen@ftc.gov>, Vane a Lamb <Vanessa.Lamb@fcc.gov>, BRIANCO <brianco@ucia.gov>, ELIASRM <ELIASRM@ucia.gov>, "Janney, Margie" <Margie.Janney@nrc.gov>, "Moses, John" <John.Moses@nrc.gov>, John Martinez <john.martinez@nara.gov>, zzo3@cdc.gov, cez5@cdc.gov
Cc RM Communication @nara.gov

Greetings Senior Agency Officials for Records Management!

Thank you for reserving your place at the first session of the Senior Agency Official for Records Management Webinar, scheduled for 2:00 pm ET on Tuesday, September 22, 2020. This email contains the connection information you must follow to access the session you signed up to attend.

Please follow this URL to connect to the event no earlier than 1:45 pm ET on Tuesday, September 22, 2020:

(b) (6)

The agenda is as follows:

- **Welcome**
- **Records Management during COVID**
- **Update on M-19-21 and the 2022 Target Dates**
- **Semiannual Report on Records Management Oversight**
- **Summary Report on the Management of R&D Records**
- **Data Management and Records Management**

If you need any assistance or additional information, please contact rm.communications@nara.gov

I am looking forward to meeting with you on September 22.

LAURENCE BREWER

Chief Records Officer



Robert Smudde - IDER <robert.smudde@gsa.gov>

September 2020 Virtual SAORM Meeting

6 messages

Office of the Chief Records Officer for the U.S. Government

<rm.communications@nara.gov>

Reply-To: rm.communications@nara.gov

To: robert.smudde@gsa.gov

Fri, Aug 28, 2020 at 8:06 AM



Office of the Chief
Records Officer for the
U.S. Government

Greetings!

Please join me for a meeting of Senior Agency Officials for Records Management (SAORMs) in September. The meeting agenda will cover NARA's [Summary Inspection Report of Research and Development \(R&D\) Records](#), NARA's first [Semi-Annual Records Management Oversight Report](#), and the alignment of records management and data management.

To encourage discussion and better accommodate schedules, we are offering the same meeting on two different dates and times:

1. **Tuesday, September 22nd, 2:00 - 3:00 pm Eastern**
2. **Thursday, September 24th, 10:00 - 11:00 am Eastern**

Please reply via email to rmpolicy@nara.gov and RSVP for one of the meetings; there is no need to attend both.

If you are unable to attend either of these meetings, I encourage you to invite an alternate senior official from your agency with related responsibilities for records and information management and send their name, title, and contact information to rmpolicy@nara.gov.

You are also welcome to include your department or agency records officer in the meeting. When you RSVP, please let us know if anyone from your agency will also be joining the meeting.

As we get closer to the meeting dates, we will share information on how to connect and a detailed agenda. Many of you have asked about NARA's follow up guidance on OMB/NARA Memorandum [M-19-21](#), including information about exception requests and potential target date extensions. While not the main focus of this meeting, we will provide the latest status updates available.

I am looking forward to meeting with you in September.

LAURENCE BREWER
Chief Records Officer
for the U.S. Government
National Archives and Records Administration

Office of the Chief Records Officer for the U.S. Government | [8601 Adelphi Rd, College Park, MD 20740-6001](#)

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Sent by rm.communications@nara.gov

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Bob Stafford - H <bob.stafford@gsa.gov>, Travis Lewis - H3 <travis.lewis@gsa.gov>

Mon, Aug 31, 2020 at 2:55 PM

Hi Bob and Travis,

Below is an email I received while on AWS last Friday. It pertains to an SOARM meeting in September. Please let me know if you would like me to RSVP for one of the meetings,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

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Travis Lewis - H3 <travis.lewis@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>
Cc: Bob Stafford - H <bob.stafford@gsa.gov>

Mon, Aug 31, 2020 at 3:28 PM

Good afternoon, Thank you for forwarding over Robert.

Go ahead and sign up for whichever date works best for you. I'm sure Bob will attend if his schedule permits. Thanks again for bringing this to my attention, as I do not directly receive these updates from NARA.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

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Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Travis Lewis - H3 <travis.lewis@gsa.gov>

Mon, Aug 31, 2020 at 3:31 PM

will do

-- --
Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

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Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Travis Lewis - H3 <travis.lewis@gsa.gov>

Mon, Aug 31, 2020 at 3:38 PM

Looking at your and Bob's schedules, Bob looks open on Tuesday the 22nd from 2:00 - 3:00, but you look busy. Bob looks busy Thursday the 24th. With changes in the organization coming soon, perhaps it doesn't really matter if Bob or you attend, but I'll make the RSVP for Tuesday in case Bob's schedule remains open and decides to attend... or if your schedule is flexible and you wish to attend.

Does that work for you?

Robert

-- --
Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

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Travis Lewis - H3 <travis.lewis@gsa.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Mon, Aug 31, 2020 at 3:39 PM

Thanks Robert, yes, this will be fine with me. thank you.



U.S. General Services Administration

Travis Lewis
Deputy Director
Office of Accountability and Transparency
Office of Administrative Services
202-219-3078

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Robert Smudde - IDER <robert.smudde@gsa.gov>

Transfers to WNRC

4 messages

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: "Hawkins, Arthur" <arthur.hawkins@nara.gov>
Cc: Charlene Rowe - H3B <charlene.rowe@gsa.gov>

Tue, Sep 29, 2020 at 10:30 AM

Good morning, Arthur,

Having read the status of the FRCs, I'm still not quite sure if the WNRC is taking any previously approved transfers. I tried calling a few folks at the WNRC, but got messages that they are not available.

The FAQ status says WNRC transfers are "by arrangement". Can you provide guidance on what exactly we do, if anything, at the moment regarding a pending transfer?

Thanks,

Robert

-- --
Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Sep 29, 2020 at 10:51 AM

Robert if you can hold onto the transfers for just another week or two, NRC will be opening.....I'm expecting that by the 5th of Oct they will enter phase 1...which means that they will only have a few staff members working in the center 10-20%...depending who volunteers to come in...But they will be open...that being said they will only be able to take in transfers of no greater than 10 cubic feet..so this will be a slow drip, but again, they will be open...

Let me know if this is an emergency and we can go from there.

ABH

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--

Arthur B. Hawkins III
National Account Manager
National Archives
Federal Records Centers Program
Office: 301-837-3499
Mobile: (b) (6)
arthur.hawkins@nara.gov
facebook.com/NARAFRC

Robert Smudde - H3B <robert.smudde@gsa.gov>
To: Arthur Hawkins <arthur.hawkins@nara.gov>

Tue, Sep 29, 2020 at 10:55 AM

Hi Arthur,

No emergency, just a diligent employee... glad we have some.

Have a great day,

Robert

-- --

Robert Smudde
Agency Records Officer
Office of Accountability and Transparency
General Services Administration
(202) 365-4542
robert.smudde@gsa.gov

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Arthur Hawkins <arthur.hawkins@nara.gov>
To: Robert Smudde - H3B <robert.smudde@gsa.gov>

Tue, Sep 29, 2020 at 10:56 AM

LOL, we will do our best to help you Robert.

ABH

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Robert Smudde - IDER <robert.smudde@gsa.gov>

Updating ARCIS fields

2 messages

Dave Simmons <david.simmons@gsa.gov>
To: John McEvoy <john.mcevoy@nara.gov>
Cc: Robert Smudde - H1FC <robert.smudde@gsa.gov>

Thu, Nov 19, 2020 at 1:06 PM

Hi, John,

Robert Smudde and I are working on identifying and updating our holdings in response to our recent comprehensive overhaul of our schedules - things like disposition codes, disp. dates, and descriptions are things we are looking at to make sure that we have the most up-to-date fields in ARCIS.

Additionally, based on the findings/recommendations from a NARA audit of our Permanent Records, we are looking to make sure the "overdue" items are correctly labelled and disposition dates corrected, if necessary, before activating accessions to NARA.

Here are my questions to you:

Description Fields: We are looking at a standard way of describing transfer contents on that field. Our aim is to design a standard naming convention and instruct all future submissions to adhere to it when describing the contents.
Is there a character limit to that field?

1. Do you have any advice, based on what you've seen from other agencies?
2. If we present a spreadsheet of transfers and the new fields to update (based on the named fields in the 01 Report, can this be easily done?

Our goal is to work on these items over the next couple of months and submit something to you in late January/early Feb.

Thanks,

Dave



U.S. General Services Administration

Dave Simmons, CIP

Knowledge Management Specialist &
Senior Records Officer
Enterprise Data & Privacy Management
Division; Records Office
312.353.5253
david.simmons@gsa.gov

[Click for For Records Guidance](#)

John McEvoy <john.mcevoy@nara.gov>
To: Dave Simmons <david.simmons@gsa.gov>
Cc: "robert.smudde@gsa.gov" <robert.smudde@gsa.gov>, Andrea Scherer <andrea.scherer@nara.gov>, Scott Roley <scott.roley@nara.gov>

Thu, Nov 19, 2020 at 4:50 PM

Hi Dave,

I've cc'd your account rep and our National T&D Chief for their input as well.

- What I have seen from other agencies is that they use the same language that is stated in the applicable records control schedule so that it links nicely and is consistent.
- There is a 355 character limit in the Series Description field.
- Yes, we can upload your changes but I have to work through the FRCs and National T&D so they too are aware of the changes.

Stay safe!

John

John McEvoy
Federal Records Centers Program
(301) 837-3056 (o)
(240) (b) (6) (c)

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